

MAYOR OF LONDON

Construction Skills Capital Fund

Application and GLA OPS Guidance

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**Greater London Authority
April 2026**

Published by:
Greater London Authority
City Hall
Kamal Chunchie Way
London
E16 1ZE
www.london.gov.uk

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Introduction

This document provides guidance on how to register and submit an application for the Construction Skills Capital Fund. It outlines the questions that applicants are required to address as part of the submission process and offers detailed guidance on how to complete each section effectively.

Applicants should read this document in conjunction with the Prospectus to ensure they fully understand the requirements and submit a complete and eligible application.

Applications must be completed and submitted via the GLA's Open Project System (GLA OPS). You will be required to register on GLA OPS in order to submit your application.

Please note, we recommend use of Google Chrome browser when you are using GLA-OPS. If you have any problems when following the guidance, please contact **skillscapital@london.gov.uk**

The GLA OPS application portal is divided into 13 separate 'blocks'. Each block corresponds to a section of the application outlined below. Applicants must complete all sections of the application on GLA OPS for their application to be considered.

Please ensure you allow sufficient time to complete all sections of the GLA OPS application portal before the deadline. We recommend drafting your responses in a separate document (e.g., Microsoft Word) before entering them into the system. This helps prevent loss of work due to potential session timeouts, especially if you're writing longer answers directly in the platform. When updating your application, make sure to click 'Edit' and then 'Done' to save your changes.

Please note, we will not accept late submissions, so please ensure to complete and submit your application in good time before the set deadline **(12.00 noon on Monday, 8 June 2026)**.

If you, however, experience technical issues please report those via email as soon as possible to skills-ops@london.gov.uk and CC skillscapital@london.gov.uk and provide a brief description and **screenshot evidence of error(s) and/or error message(s)**.

IMPORTANT We will only review reported issues submitted to skills-ops@london.gov.uk and CC skillscapital@london.gov.uk before 17:00 5th June 2026.

Construction Skills Capital Fund Application and GLA OPS Guidance

This competition is not a procurement exercise, and therefore not subject to the Procurement Act 2023. Awards will be made in line with the process set out in the Prospectus and this document.

The GLA will notify applicants of the outcome of the application by July 2026. The GLA will not consider appeals regarding the final award decisions made.

Register on GLA-OPS

Access to GLA-OPS is through a self-registration process. To register, users will need to go to the GLA-OPS login at <https://ops.london.gov.uk>

New users will need to click on the “New to GLA-OPS? Register here.” link as highlighted on the visual below.



After clicking, users will see two options:

1. **Request access** as a new user under an organisation that already has access to GLA-OPS.
2. **Register an organisation** and create a user account at the same time.

Registration Notification

All users who register will receive an email notification once their registration has been reviewed.

- If your registration is **approved**, you will be notified via email.
- If your registration is **rejected**, the email will include the reason for the rejection.

Requesting Access as a New User to an Existing Organisation on GLA-OPS

This option is for users who are **new to GLA-OPS** but whose **organisation is already registered and managed by the Skills and Employment team**.

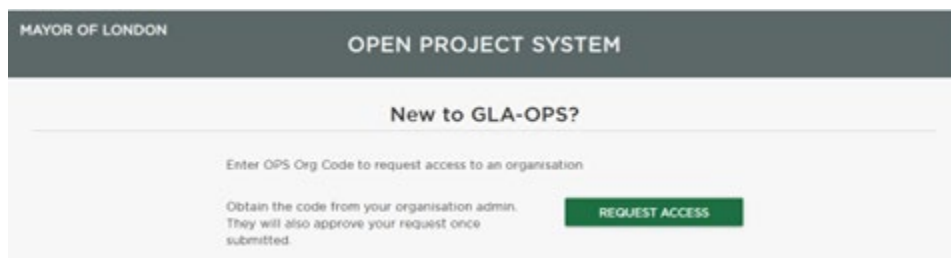
Step 1: Check Organisation Registration

If your organisation is already registered on GLA-OPS with the Skills and Employment team, you can request access by contacting your Org Admin (the person in your organisation responsible for approving users and keeping the organisation's details up to date). They will provide you with your organisation's registration key.

If you're unsure whether your organisation is registered or don't know who your Org Admin is, email SkillsCapital@london.gov.uk with your organisation's name and UKPRN.

Step 2: Submit Access Request

On the 'New to GLA-OPS?' screen, click the 'Request Access' button.



Complete the webform.

When setting your password, ensure its strength is rated at least 'Good' to proceed with registration.

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OPEN PROJECT SYSTEM

Register to create your account

Enter a GLA-OPS organisation's registration key

GLA or provider number

First name Surname

First name Surname

Email address

Organisation email

Confirm Email address

Re-enter organisation email

Contact number

Contact number

Create password

At least 10 characters Password Strength:

Your password needs to be at least **STRONG** in order to register an account. [More info](#)

Re-enter password

Re-enter password

REGISTER

Already have an account? [Log in here](#)

Step 3: Approval Process

Once submitted, the system will automatically notify your organisation's Org Admin (the person who manages users). They will review your request, approve it, and assign you an appropriate role.

Requesting Access as a New User with an Organisation Not Yet Registered on GLA-OPS

This option is for users whose **organisation is not yet registered** on GLA-OPS. In this case, **both the user and the organisation are new to the system.**

Step 1: Organisation and Programme Details

Where an organisation is not registered on GLA-OPS, the user will need to provide details of which programme they would like to register with, information about the organisation along with their own registration details.

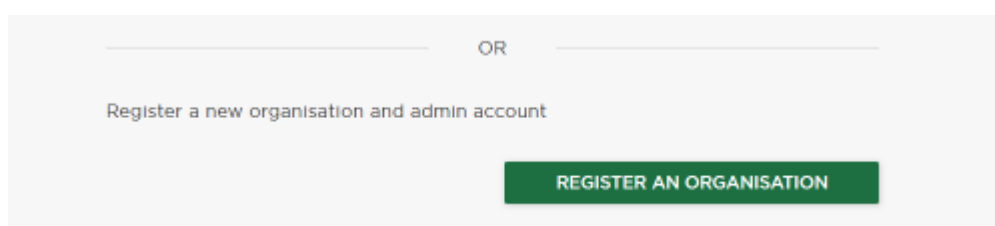
Note: The user submitting this request will become the organisation's initial Org Admin once approved. This role includes:

- Keeping the organisation's details up to date
- Approving new users for the organisation
- Assigning each user in the organisation a role (including assigning additional admins)

The person submitting the new organisation request must therefore have authority within the organisation to carry out the above tasks. We recommend this is a senior staff member who can then approve further new users.

Step 2: Begin Registration

Click the 'Register an Organisation' button on the 'New to GLA-OPS' screen.



Step 3: Complete the Three-Step Registration Process Programme Selection

- Choose the 'Construction Skills Capital Fund' under the GLA Skills & Employment Unit.

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OPEN PROJECT SYSTEM

< BACK

Create a new organisation profile

1. Programmes 2. Organisation details 3. Admin user details

Select the funding programme in the department you want to apply for.

 GLA Green Roots	No programmes are currently open.	 GLA Energy	London Community Energy Fund Phase 8 of the London Community Energy fund (LCEF) will support the feasibility, development and delivery of community energy projects in London.
 GLA Regeneration Unit	UK Shared Prosperity Fund 2025-26 This programme will support investment in communities and place, enabling businesses to innovate, grow, and reduce the barriers in education and employment.	 GLA Communities	No programmes are currently open.
 GLA Skills & Employment Unit	Construction Skills Package Capital Fund	 GLA Housing and Land Directorate	Supported and Specialised Housing 2016 - 21 Part of the Mayor's Affordable Homes Programme 2016-21. Funding is available for partners delivering supported and/or specialist housing More info

REGISTER REGISTER REGISTER REGISTER REGISTER REGISTER

← 1 of 3 → ← 7 of 8 → ← 1 of 33 →

Organisation Details

- Provide basic information about your organisation.
- Depending on the programme and managing organisation, additional details may be requested separately.

< PROGRAMMES

Create a new organisation profile

1. Programmes 2. Organisation details 3. Admin user details

You are registering with the GLA Skills & Employment Unit for Skills Bootcamps Programme

Organisation name

Also known as (Optional)

Address line 1

Address line 2 (optional)

City Postcode

Website (optional)

Organisation type

NEXT

User Details

- Enter your personal registration information.
- You will be designated as the Org Admin.
- Ensure your password strength is rated at least “**Good**” to enable registration.

Register your details

1. Programmes 2. Organisation details 3. Admin user details

The Organisation Admin approves all subsequent users.
You will be emailed further information when this registration is approved.

First name
First name

Surname
Surname

Email address
Organisation email

Confirm Email address
Re-enter organisation email

Contact number
Contact number

Create password
At least 8 characters Password Strength:

Your password needs to be at least **GOOD** in order to register an account. [More info](#)

Re-enter password
Re-enter password

REGISTER

Step 4: Submission and Review

Once all steps are completed:

- The ‘Register’ button will be made available.
- Clicking it will submit your request to the relevant Managing Organisation (e.g., GLA Skills & Employment Unit).
- You will receive an email notification once your request is approved or rejected.

Note: If your organisation will be delivering projects for multiple GLA departments, you can create additional profiles within GLA-OPS after your initial registration is approved. (See instructions below.)

Requesting Access as an Existing User to a Different Organisation Profile on GLA-OPS

This option is for users who are **already registered** on GLA-OPS and wish to gain access to a **different organisation profile** on GLA-OPS that **is managed** by the GLA Skills & Employment team

Step 1: Confirm Organisation Access

If you know your employer has an alternative organisation profile on GLA-OPS managed by the GLA Skills & Employment team, contact the Org Admin to request the registration key.

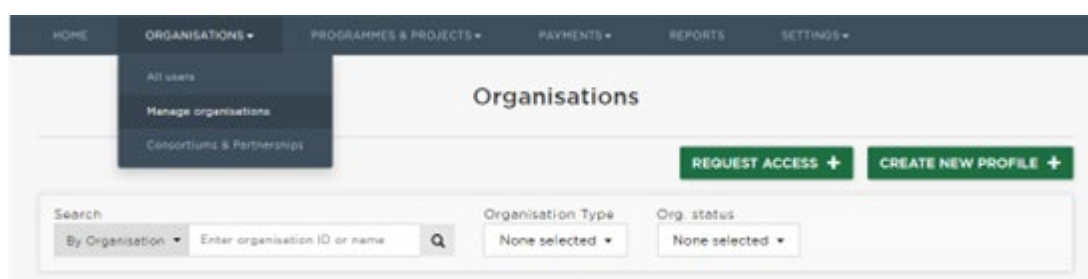
If you are unsure whether your organisation is registered or don't know who your Org Admin is, email SkillsCapital@london.gov.uk with your organisation's name and UKPRN.

Step 2: Submit Access Request

Once you have the registration key:

1. Log in to GLA-OPS using your existing credentials.
2. Navigate to the Organisations / Manage Organisations page.
3. Click the 'Request Access +' button.
4. Enter the registration key in the pop-up window.
5. Click 'Send Request'.

Your organisation's Org Admin will then be notified and can approve your request and assign you a user role.



Requesting Access as an Existing User with an Organisation Not Yet Registered on GLA-OPS

This option is for users who are **already registered** on GLA-OPS and wish to create a **different organisation profile** on GLA-OPS that is **managed** by the GLA Skills & Employment team

Step 1: Check Organisation Status

If you are unsure whether your organisation is registered or don't know who your Org Admin is, email SkillsCapital@london.gov.uk with your organisation's name and UKPRN.

Step 2: Create a New Organisation Profile

If your organisation is not yet registered with the Skills and Employment team, you can create a new profile linked to a different GLA department:

1. Log in to GLA-OPS using your existing credentials.
2. Navigate to the Organisations / Manage Organisations page.
3. Click the 'Create New Profile +' button.
4. Complete all mandatory fields in the form.
5. Click 'Request New Profile'.

Your request will be reviewed by the relevant GLA Org Admin and approved if applicable.



Register additional users (Org Admin Guidance)

As an Org Admin or Superuser, you are responsible for managing user access within your organisation on GLA-OPS. We recommend having at least two Org Admins per organisation to ensure continuity and support.

Step 1: Share the Organisation ID

Before colleagues can register, you must provide them with your organisation's GLA OPS ID (also known as the Registration Key).

Step 2: New User Registration

Ask your colleague to:

1. Visit the registration page: <https://ops.london.gov.uk/#/registration>
2. Enter the Organisation ID / Registration Key when prompted
3. Complete the registration form
4. Submit the registration request

Step 3: Approve the Registration

Once a user submits their request:

1. Log into your GLA-OPS account [here](#).
2. Go to your Notifications.
3. Look for a message like: *"A new registration against [organisation name] is pending for [colleague's name]."*
4. Click the notification
5. Press Edit (top right)
6. Assign a role:
 - o For Org Admin access, select 'Org Admin'
 - o For general access, select 'Project Editor' (*You can update roles later if needed*)
7. Click 'Done' to approve the registration

How to Find Your Organisation ID

1. Log into your GLA-OPS account
2. Navigate to Organisations > Manage Organisations
3. In the **Organisation Details** section, locate your **5-digit GLA OPS ID**

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HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS ADMIN

< BACK

London College

Status: Approved

Registration requested on 01/09/2023 by Name Surname
Organisation approved on 01/09/2023 by Aleksandra Sersniova

DETAILS GLA GOVERNANCE SAP IDS PROGRAMMES CONTRACTS

Organisation details

Organisation name	London College
Also known as	Not provided
Address	169 Union Street London SE1 0LL
Website	Not provided
Finance contact email address(es)	Not provided
GLA OPS ID	13918
Registration key	4394ae02
Organisation type	Educational body (excluding Local Authorities/Limited Companies/Specialist Designated Institutions)
Registered with the housing regulator	No
Registered Learning Provider	Yes
UKPRN	12345678

EDIT

Create a project application

- Go to Programmes & Projects > Projects.
- Click Create New.

- This will bring up a short form.

- Fill in all fields
 - For 'programme', select 'Construction Skills Capital Fund'
 - The organisation name will populate automatically
 - For 'Project title' enter the name of your project ensuring it is unique to the activity you are delivering (i.e. do not simply call it 'CS Capital Fund' or 'ABC college project')
 - For 'Project type', select 'Construction Skills Capital Fund'
- Click 'SAVE'

Edit and save a project application

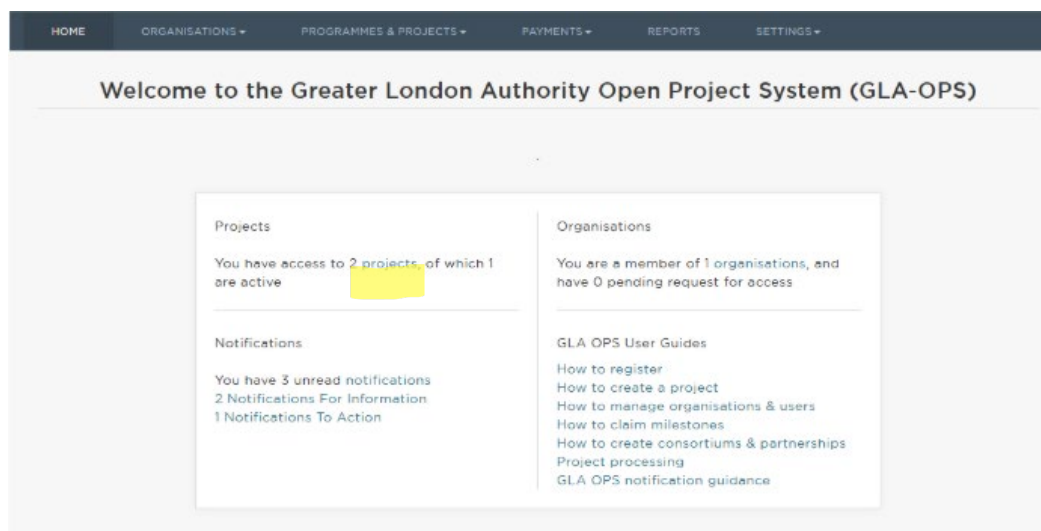
Once you have created a project application, you will be taken to the Project Overview Screen. Here, you will have access to thirteen 'blocks' which each store key information about your application.

The screenshot displays the Project Overview Screen for 'CSPCF - London College'. The interface includes a top navigation bar with links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the navigation, the project title 'CSPCF - London College' and 'London College' are shown. The status is 'Draft' and the Project ID is 'P32857'. A message indicates 'Please complete each section and then submit.' The screen is organized into 13 numbered blocks, each representing a section of the application. All blocks are marked as 'INCOMPLETE' with a yellow warning icon. The blocks are:

- 1 FUNDING ELIGIBILITY (INCOMPLETE)
- 2 APPLICANT DETAILS (INCOMPLETE)
- 3 PROJECT DETAILS (INCOMPLETE)
- 4 PROJECT INFORMATION (INCOMPLETE)
- 5 PROJECT RATIONALE (INCOMPLETE)
- 6 COST COMPONENTS (INCOMPLETE)
- 7 MILESTONES (INCOMPLETE)
- 8 OUTPUTS (INCOMPLETE)
- 9 BUDGET (INCOMPLETE)
- 10 RISKS AND ISSUES (INCOMPLETE)
- 11 VALUE FOR MONEY AND DELIVERABILITY (INCOMPLETE)
- 12 SUPPORTING DOCUMENTS (INCOMPLETE)
- 13 DECLARATION (INCOMPLETE)

At the bottom of the screen, there is a 'Project History' dropdown menu.

Once you have created a project application, it will be saved on the system. If you log out and log back in, you can navigate to the project application from your homepage by clicking on the 'projects' link.



Completing Your Application

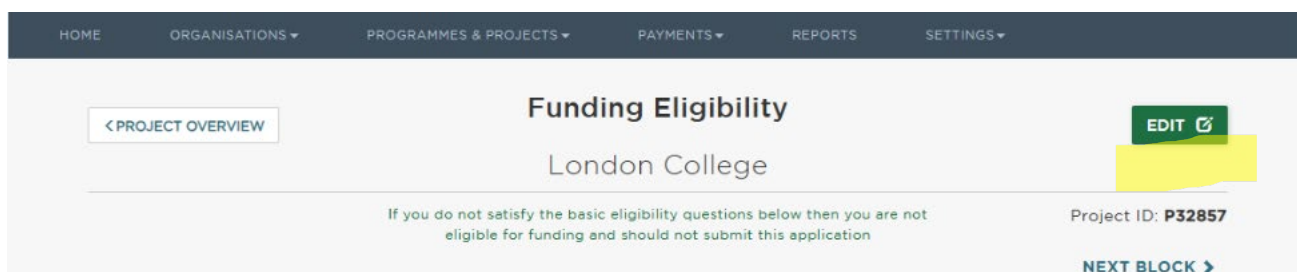
You do not need to complete all sections in one sitting. Any information entered within a project block will be saved once you click 'DONE'.

Note: We recommend drafting your responses in a separate document before entering them into the system. This helps prevent loss of work due to potential session timeouts, especially if you're writing longer answers directly in the platform.

Once you're happy with your responses, you can copy and paste them into the relevant fields in GLA-OPS.

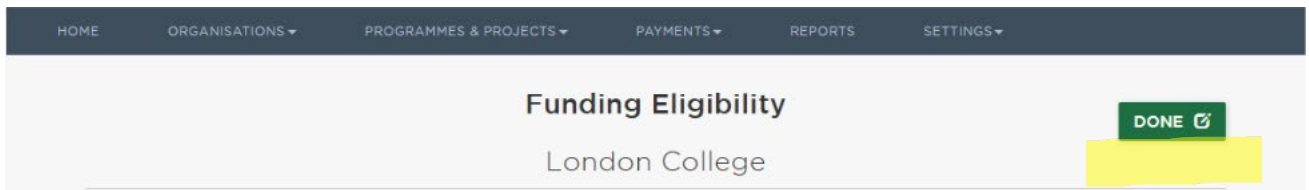
To edit and save a block:

- Click into a block
- Click 'EDIT'

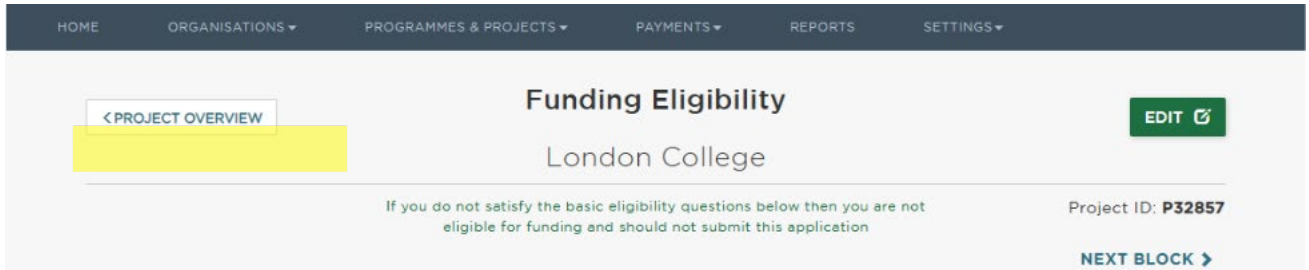


- Answer the questions outlined within the block (please refer to the next section of this document and the Prospectus for further information)
- Once you have answered the questions, click 'DONE' to save

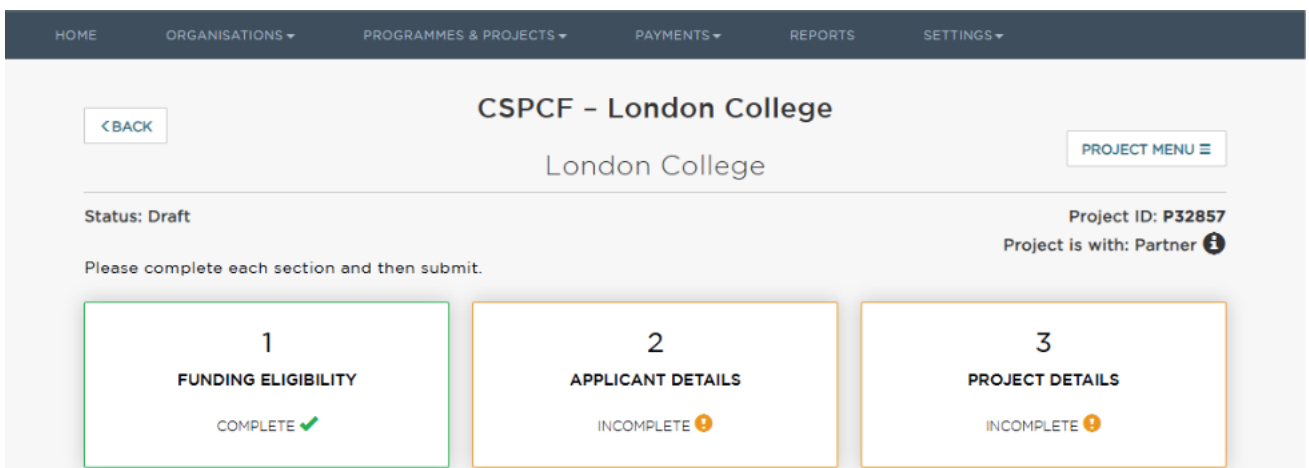
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- To come out of the block, click 'PROJECT OVERVIEW' in the top left, or 'NEXT BLOCK' on the right



- The block will show as complete once all required information is entered and saved



Application Blocks

Block 1 – Funding Eligibility

This section is not scored.

Block 1	Funding Eligibility
Question number	Question
1	Confirm UKPRN number
2	Please confirm you are a Further Education (FE) statutory provider. Only providers listed in 3. Organisation Type are eligible to apply for this funding.
3	Organisation Type <ul style="list-style-type: none"> • Further Education College • Sixth Form College • Designated Institution • 16-19 Academy

4	<p>Please confirm you have more than 100 enrolments in SSA 5 in 2024/25 or 2025/26 in all ages in skills programmes including 16-18, 19+, apprenticeships or Skills Bootcamps</p> <p>The GLA will also consider exceptional applications where current delivery volumes are lower but there is a clear link to construction skills demand supported by the CTEC or employer partners.</p>
4.1	<p>If no, how many enrolments in SSA 5 in 2024/25 or 2025/26 did you have in all ages in skills programmes including 16-18, 19+, apprenticeships or Skills Bootcamps?</p>
5	<p>Are you applying for Construction Technical Excellence College (CTEC) or Project-based funding?</p>
5.1	<p>If CTEC, are you a member of the CTEC network i.e. a CTEC spoke provider?</p>

Joint applications are encouraged where complementary provision or adjacent eligible organisations can provide a solution that is greater than the sum of individual elements. In such cases, the project must meet all funding conditions, and a Lead Partner must act as the accountable body for the project (and as such they would hold the liability for completion of the project’s objectives and outputs).

Once completed, click ‘DONE’. Then click ‘PROJECT OVERVIEW’ to return to the main application block screen.

Block 2 – Applicant Details

This section is not scored.

Block 2	Applicant Details
Question number	Question
1	Main applicant name
2	Does your organisation have a VAT registration number?
3	What is your organisation's VAT registration number?
5	<p>Is your organisation submitting an application for both strands (CTEC and Project-Based)?</p> <p>You can submit more than one project under the Construction Skills Capital Fund. If you are submitting multiple projects, you must complete a separate application for each one. State the name of the project with the highest priority in the next section.</p>

5.1	If yes , state the name of the project with highest priority
Section	Partnerships and Mergers
6	Are multiple parties involved in delivering this project?
6.1	If yes , state the name of your partner/s
7	Is your organisation undergoing or considering merging with another organisation?
7.1	If yes , state the name of the organisation
7.2	If yes , provide details on the merger, timescales, the type of merger and which college organisation will remain open
7.3	If yes , include a letter of assurance from all prospective partners indicating how the project fits with the colleges joined curriculum strategy and confirming that the newly merged entity will be committed and financially able to deliver the project within scope.

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Once completed, click 'DONE'. Then click 'PROJECT OVERVIEW' to return to the main application block screen.

Block 3 – Project Details

Project title, Application Arrangement, Organisation name, Programme and Project type will be auto populated from your organisation’s details and the project information chosen when you first created the project on OPS.

Confirm main/key contact details – your name and email address will be auto populated from your GLA OPS profile. You can change the details if necessary. We also want a secondary contact name and details in case we are unable to contact your primary contact during the application process. Therefore, insert here the details of the secondary person who the GLA will contact in relation to the project, and their email address.

Please ensure that the main contact email and the secondary contact email are business account email addresses. Any personal email accounts will not be considered.

Block 3	Project Details
Question number	Question
1	Project title
2	Bidding Arrangement: Organisation name (pre-populated)
3	Organisation name: Organisation name (pre-populated)
4	Programme selected: Construction Skills Capital Fund

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5	Project type selected: Construction Skills Capital Fund
6	Enter a brief description of the project
7	Enter the address of the project Please make sure you enter the address of the project delivery site.
8	Borough
9	Postcode
10	Confirm the main contact
11	Confirm email address of the main contact
12	Confirm phone number of the main contact
13	Confirm the secondary contact
14	Confirm email address of the secondary contact
15	Confirm phone number of the secondary contact

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16	Enter name of site owner
17	Enter type of ownership or legal interest
18	Site status <ul style="list-style-type: none"><input type="radio"/> Operational<input type="radio"/> Vacant (with buildings)<input type="radio"/> Vacant (no buildings)

Once completed, click 'DONE'. Then click 'PROJECT OVERVIEW' to return to the main application block screen.

Block 4 – Project Information

Block 4	Project Information
Question number	Question
1	<p>Project stage at time of application:</p> <ul style="list-style-type: none"> • Business case completed • Pre-planning design stage • Planning submitted • Planning approved • Procurement • Ready to deliver • In delivery/construction
2	<p>Type of project:</p> <p>Please select up to three options</p> <ul style="list-style-type: none"> • Purchase and installation of industry-standard equipment for construction skills training • Refurbishment of existing spaces for construction skills training • Retrofit or upgrade of existing facilities used for construction skills training • Reconfiguration of existing space to increase construction learner capacity • Creation of additional space for construction skills training within an existing building • Extension of existing construction skills training facilities • New build construction skills training facilities • Adaptation of premises to support safe and accessible construction skills training spaces/equipment

3	Is your organisation the site owner?
3.1	<p>If no, is the project proposal going to take place on a FE statutory provider owned site?</p> <p>Please note only applications for projects based at FE statutory provider owned sites will be accepted</p>
3.2	<p>If yes, please provide details of site ownership and the arrangements under which you are using the site.</p>
4	What necessary permissions are required to carry out the project on the site?
5	Outline the details and status of any planning permission or other approvals
6	Current total Gross Internal Area (GIA) of facilities at the project site(s) (including any area/planned works at the project site(s) that are not part of this project proposal) (SqM)
7	Final total GIA of facilities at the project site(s) upon project completion (SqM)

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8	Is this project funded under any other government capital funding stream?
8.1	If yes , please state the name of the fund you've applied for/are receiving funding from and the stage of your application

Once completed, click 'DONE'. Then click 'PROJECT OVERVIEW' to return to the main application block screen.

Block 5 – Project Rationale

This section is where you outline the rationale for the project, specifically the need it is addressing and how it responds to the fund priorities. When completing these fields ensure that you have carefully read the Construction Skills Capital Fund Prospectus, which details the fund’s priorities and scope.

Block 5	Project Rationale
Question number	Question – maximum of 2000 characters per question
1	Explain the project rationale specifically how it will address employer demand for current and future construction skills in London
2	Outline how the project demonstrates innovative collaboration/partnerships with employers
3	Outline how the project will result in changes to training provision. How will this complement the existing curriculum and avoid duplication with other providers in your sub-region?
4	Outline workforce training for any proposed new equipment or upgrades, including the type of training, delivery method, and who will provide it.

5	How will the project be delivered in the most efficient and sustainable way possible?
6	How will the project support the transition to net zero carbon emissions and meet Building Research Establishment Environmental Assessment Method (BREEAM) requirements as outlined in the Prospectus?
7	Provide a public headline for your project. This headline may be used in public documents such as Mayoral decision papers or other in communications and on the GLA website.
8	Explain how the project supports the organisation's business plan and Estates Strategy (if applicable) (please upload your Business Plan /Estates Strategy to the Supporting Documents block)
9	Are you applying for Construction Technical Excellence College (CTEC) or Project-based funding?
8	If CTEC - Outline how the proposal will contribute to the five overarching CTEC objectives as set out in the Prospectus
8.1	If CTEC - Please describe the current limitations of your capacity and evidence the need for additional funding.

8.2	<p>If CTEC – As a CTEC spoke, how will your proposed project contribute to a more integrated construction skills offer for London? Please describe how you will share best practice, maintain training and avoid duplication of provision.</p>
8	<p>If Project Based – Outline the employers involved in the development of your project and explain how this collaboration will ensure relevance of training and deliver benefits for learners and employers.</p>
8.1	<p>If Project Based – Please provide details of any proposed or confirmed or proposed employer co-investment to support your project; this could include financial contributions and in-kind support.</p>
8.2	<p>If Project Based – Please provide any employer letters detailing the nature of support (e.g. equipment, facilities, staff time, technical expertise, or work placements).</p>
9	<p>Do you have an Equality, Diversity and Inclusion Strategy? If yes, please upload it in the ‘Supporting Documents’ block.</p>
10	<p>How will you ensure the facilities or equipment are accessible and inclusive by design? See Prospectus for further details.</p>
11	<p>How will your proposal improve access to construction skills training for learners who reflect London’s diversity, particularly those underrepresented in the sector such as young Londoners, women, disabled people, and minority ethnic Londoners - and for those facing wider barriers to participation?</p>

Once completed, click ‘DONE’. Then click ‘PROJECT OVERVIEW’ to return to the main application block screen.

Block 6 – Cost Components

Block 6	Cost Components
Question number	Question
Section	Total Project Costs
1	Estimate of construction and furniture, fixtures and equipment costs at time of application (£)
2	Provide details for the basis of the cost estimate and what independent advice has been provided
3	Estimate of project fees and all other project costs at the time of application (£)
4	Provide details for the basis of the estimate
Section	Funding Sources
5	How much GLA grant funding is requested?
6	Does the GLA grant funding cover the full cost of the project? Please note employer co-investment (cash or in-kind) is a requirement for project-based applications.
6.1	If no , how much non-GLA funding will be provided by the applicant (match)?

6.2	<p>Applicant contribution sources:</p> <ul style="list-style-type: none"> • Employer co-investment • Bank loan • Fundraising • Grant from external organisation • Individual donor • Organisation's cash reserves • Other
6.3	If other , what is the 'other' type of applicant capital contribution?
6.4	Is the applicant capital contribution fully secured?
6.5	If yes , evidence of applicant capital contribution secured (e.g. offer letter, bank statement or other documentation).
6.6	If no , when will the applicant capital contribution be fully secured?
6.7	If no , what is your proposed fundraising strategy for match funding not yet confirmed? Include details of funding sources as well as expected dates and process for confirming.
Section	Acquisitions and Disposals
7	Are there any planned acquisitions or non-GLA contributions provided from disposals?
7.1	If yes , anticipated costs for planned acquisitions (£)
7.2	If yes , anticipated value provided from disposals (£)

7.3	If yes , outline the anticipated timings for these transactions, and any conditions or negotiations which have taken place to date.
7.4	If yes , provide details of how the full scheme meets planning conditions including the London Plan if land is being rationalised for development (optional)

Once completed, click 'DONE'. Then click 'PROJECT OVERVIEW' to return to the main application block screen.

Block 7 – Milestones

Applicants are required to have a clear plan of milestones required to successfully deliver a project. Complete the milestone table to demonstrate the actions related to your project.

Milestones have been pre-populated. For those that apply to your project, enter the estimated date you expect the activity to occur. If any of these milestones do not apply to your project, simply click the relevant 'N/A' box. Please note that the mandatory milestones will not have the 'N/A' option. The pre-populated milestones are:

- All project funds confirmed/secured
- Project team appointed
- Design completed
- Planning consent received
- Procurement completed
- Work contract executed
- Start on site achieved
- Practical completion achieved
- Evaluation and closure

When adding your milestones, the system will automatically put them in chronological order based on date selected. You will also note the 'Status' column update to say 'Forecast'. All milestones you submit within your bid will automatically be given this status.

To complete the block:

- Click into the Milestones block and click 'EDIT' in the top right corner.

Milestones

London College

DONE

Project ID: **P33056**

ADD NEW MILESTONE +

MILESTONE	N/A	DATE	STATUS	ACTIONS
All project funds confirmed/secured		DD/MM/YY'		
Project team appointed		DD/MM/YY'		
Design completed	<input type="checkbox"/>	DD/MM/YY'		
Planning consent received	<input type="checkbox"/>	DD/MM/YY'		
Procurement completed		DD/MM/YY'		
Works Contract executed	<input type="checkbox"/>	DD/MM/YY'		
Start on site achieved		DD/MM/YY'		
Practical completion achieved		DD/MM/YY'		
Evaluation and closure		DD/MM/YY'		

- Click on the 'DATE' button to select the date in which you plan to complete each milestone.

MILESTONE	N/A	DATE	STATUS	ACTIONS
All project funds confirmed/secured		DD/MM/YY'		
Project team appointed				
Design completed	<input type="checkbox"/>			
Planning consent received	<input type="checkbox"/>			
Procurement completed				
Works Contract executed	<input type="checkbox"/>			
Start on site achieved				
Practical completion achieved		DD/MM/YY'		
Evaluation and closure		DD/MM/YY'		

<
April 2026
>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

- If you want to add a milestone that is not listed in the table above, click on 'ADD NEW MILESTONE'. For example, you may want to add milestones such as 'RIBA Stage 3 Design', 'Cost Stage 2', 'procure equipment', 'purchase equipment', 'install equipment' etc. Be aware that all completed milestones will form the basis for your budget in GLA OPS (see Block 10 - Budget).
- Enter milestone name and date and click 'ADD'.

The screenshot shows a modal dialog box titled "Add new milestone" with a close button (X) in the top right corner. The dialog contains two required fields, each marked with a red asterisk:

- * Enter milestone name**: A text input field with a red border and the placeholder text "Milestone name".
- * Enter milestone date**: A date input field with the placeholder "DD/MM/YYYY" and a calendar icon on the right.

Below the date field, a note states: "New milestone will be added in date order". At the bottom of the dialog, there are two buttons: a grey "ADD" button and a blue "Cancel" button.

Once completed, click 'DONE'. Then click 'PROJECT OVERVIEW' to return to the main application block screen.

Block 8 – Outputs

This section will allow you to forecast the outputs of your project by selecting and quantifying appropriate deliverables. This enables the GLA to assess the impact of your project, as well as better understand its value for money.

- To establish adequate targets, it is important to have a clear definition for the types of outputs you will report to us.
- You should avoid double-counting between outputs

To complete the block:

- Click into the Outputs block and click 'EDIT' in the top right corner.
- To input an output start entering information in to the 'Outputs by financial year' section. You will first need to ensure you are in the correct **Financial Year**. We require you to input output detail for one year following practical completion. All outputs should be profiled to be delivered by March 2030.

HOME ORGANISATIONS ▾ PROGRAMMES & PROJECTS ▾ PAYMENTS ▾ REPORTS SETTINGS ▾

Outputs

London College

Project ID: P33047

▲ Total project outputs
Not provided

Outputs by financial year
Add outputs to a financial year

Financial Year
2026/27 ▾

ADD +

- Once you have clicked 'ADD+' button, a pop-up box will appear. All fields will need to be completed.

Add Output ✕

* Quarter

* Category

* Forecast or Actual

Field	Description
Quarter	Select the relevant quarter you have forecast to deliver the output.
Category	<p>Choose one of the following output categories:</p> <ul style="list-style-type: none"> Learners supported as a result of the project Deaf and disabled learners Black, Asian and Minority Ethnic learners Female learners Young (16-24) learners NEET young Londoners New Construction Skills Learning Places created New or improved learning and construction skills training floorspace New or improved construction skills training floorspace with improved energy efficiency Number of Employers Participating Level of Employer Investment Secured (£) (Cash or In-kind) <p>Key definitions of these outputs are set out at the end of this document in the Appendix.</p>
Forecast or Actual	Select 'Forecast'.
Number of	Enter the number of outputs forecasted for that month.

- Click 'Add Output'. This will populate the table below.
- **The following outputs are mandatory:**
 - Number of learners supported as a result of the project, of whom are:
 - BAME (Black, Asian and Minority Ethnic)
 - Female
 - Deaf and disabled
 - Young (16-24)
 - Young Londoners NEET (Not in employment, education or training)
 - Number of Construction Skills Learning Places created
 - 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)
 - Level of Employer Investment Secured (Cash or In-kind)
 - Number of Employers Participating
- If you have made an error when entering an output, you can delete the record by clicking the 'x' sign next to the incorrect output and re-add the correct one.
- You are required to complete all forecasted outputs until the end of the project as detailed in the application form.
- Once completed, click 'DONE'. Then click 'PROJECT OVERVIEW' to return to the main application block screen.

Block 9 – Budget

This section requires you to generate a budget for your project to reflect your GLA funding request. The block will also serve as a basis for the grant funding agreement (if successful). As stated in the prospectus it is anticipated that most funding requests from the GLA will be in the range of £50,000 up to £1million. Applications over £1 million may be considered by exception as outlined in the Prospectus.

There is no minimum match requirement, however applicants may wish to apply for as part of a wider project match funded from other sources, provided the scope of GLA project is clearly defined and distinct within the wider project and meets all GLA funding conditions.

Budget profile should be based on a realistic forecast of when expenditure will occur linked milestone achievement

The block is split into three sections: “Total project budget”, “Annual budget” and “Quarterly budget profile”

(a) Total project budget

“Total project budget” acts as a summary of the information that has been inputted into the “Annual budget” and “Quarterly budget” sections below it. So, as you input data to complete the “Annual budget” and the “Quarterly budget” sections, the “Total project budget” at the top of the screen will automatically populate and provide you with a dropdown enabling different views and breakdowns of the information you have entered.

(b) Annual budget

Annual budget allows users to add budget details as per financial years. We would expect all projects to have completed by September 2028, and all funding claimed by March 2029, with the majority finishing significantly earlier. See delivery timescales as outlined in the Prospectus.

Budget Details
Add spend to the table below.

View mode All activity

PROFILES AND ACTIVITY	GLA CAPITAL CONTRIBUTION £	APPLICANT CAPITAL CONTRIBUTION £	STATUS	PAYMENT ACTIONS
Project Total:	0.00	0.00		

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The 'ADD+' button at the top right enables you to add funding to specific years and quarters.

Applicants can then add and amend values within each quarter as below.

PROFILES AND ACTIVITY	GLA CAPITAL CONTRIBUTION £	APPLICANT CAPITAL CONTRIBUTION £	STATUS	PAYMENT ACTIONS
Project Total:	10,000.00	60,000.00		
▼ 2026/27 Total:	10,000.00	60,000.00		
Q1 April - June				
Q2 July - Sept				
▼ Q3 Oct - Dec	10,000.00	60,000.00		
No activities are currently Claimed				
Planning application submission				
Design costs for planning	10,000	60,000	Unclaimed	
Q4 Jan - March				

Any variations between the totals in the Quarterly budget and the Annual budget will be flagged to you in red text.

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Once completed, click 'DONE'. Then click 'PROJECT OVERVIEW' to return to the main application block screen.

Block 10 – Risks and Issues

This block is where you record the key risks, issues and mitigations for your project. You will need to record an overall project risk rating (this may change throughout the project). Once delivery has started, you will also use this block to report on risks and any issues that may arise.

- Go into the block and click 'EDIT'.

The screenshot shows a web interface for 'Risks and Issues' for 'London College'. At the top, there is a navigation bar with links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The main heading is 'Risks and Issues' with a 'DONE' button and a checkmark icon. Below this, the project name 'London College' and 'Project ID: P33047' are displayed. The 'Project Risk Rating' section contains a dropdown menu for 'Overall Project Risk Rating' (currently set to 'Not provided') and a text area for 'Explanation of Risk Rating'. Below this is the 'Manage Project Risks' section, which includes a definition of a risk and a 'CREATE NEW RISK +' button. The 'Manage Project Issues' section follows, with a definition of an issue and a 'CREATE NEW ISSUE +' button. Both the risk and issue sections currently show 'Not provided'.

Step 1 – Overall Project Risk Rating (mandatory)

- You must complete the Overall Project Risk Rating and Explanation

Project Risk Rating

Overall Project Risk Rating

Green - Low risk level

Explanation of Risk Rating

|

Step 2 – Project Risks (mandatory)

In this section, you can enter information on any current risks and mitigations associated with the project.

To add a risk:

- Under 'Manage Project Risks', use the 'Create new risk+' button to add each risk.
- Complete all fields in the pop-up window and click 'Create'.
 - Initial probability and impact rating refers to the level of risk if no mitigating action is taken. Both probability and impact are measured using a scale of 1-4. The overall rating is producing by multiplying the two values, producing a value between 1 and 16.
 - Residual probability and impact rating refers to the level of risk once mitigation has been applied. As above, both probability and impact are measured using a scale of 1-4.
- Once you have created your risk and added mitigations, you need to click the link below to 'Add Mitigation & Owner'.

Manage Project Risks

A risk is an event which has not yet happened but could have a negative impact on the project if it did occur.

Hide closed risks

CREATE NEW RISK +

TITLE	DESCRIPTION OF CAUSE AND IMPACT	CATEGORY	INITIAL RISK RATING	STATUS
▼ Risk 1	Description of risk.	Timescale Delivery	1 Low	Open
MITIGATION		OWNER		
Not provided				

Add Mitigation & Owner

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- Once you have completed your overall risk rating and any current project risks, click 'DONE' and go back to the 'Project Overview' page.

Block 11 – Value for Money & Deliverability

Block 11	Value for Money & Deliverability
Question number	Question
Section	Value for Money
1	Provide an analysis of all options explored should the desired funding not be available, including a do-nothing option
2	Without GLA funding can this project or a revised version still go ahead? Provide explanation below
3	Explain the project's intended procurement strategy, i.e. Request for Quotation for equipment purchases
4	Explain if and how GLA funding would enable your organisation to lever in funding from elsewhere if applicable
5	Outline headline changes to running and maintenance costs arising as a result of the project, and confirm that the organisation can meet them
Section	Deliverability
6	Summarise existing or planned governance arrangements to oversee delivery of the project, including details of your project team and of any positions that are still to be filled
7	How will you ensure that the project is deliverable on time, on budget, and to a high standard?

8	Describe your progress/output monitoring and reporting arrangements, including the process and evidence that will be used for reporting purposes
9	Outline the long-term outcomes your project will deliver, ensuring they are aligned with the impacts set out in the Prospectus.
10	Explain how you will measure and evaluate the project post-completion, including long-term outcomes
Section	Compliance
11	Please confirm compliance with the Subsidy Control Act 2022
12	Confirm the organisation holds adequate public liability and employer's liability insurance
13	Has the organisation received an ESFA financial health score?
13.1	If yes , detail the most recent ESFA financial health score and any resulting actions to be undertaken by the organisation
14	Has the organisation received financial health and/or commissioner notices?
14.1	If yes , provide details of any notices and the organisation's corresponding action plan
15	Has the organisation had any Ofsted report(s)?
15.1	If yes , provide a link to the most recent Ofsted report

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15.2	If yes , briefly state how the project will address any actions or recommendations
16	Are there any legal interests or considerations that are relevant to the project, land or assets? (legal charges, covenants, land restrictions, etc)
16.1	If yes , provide details and possible implications

Block 12 – Supporting Documents

You will need to upload 15 documents in this block. All attachments can be up to 1/5 MB.

Block 12	Supporting Documents
Question number	Question
1	Provide Board meeting minutes or formal endorsement from the Governing body evidencing approval of this project/application
2	Organisation's budget and cash flow forecast for the current financial year.
3	Audited accounts or a statement of the organisation's turnover, profit & loss/income and expenditure and cash flow position for the most recent full year of operations
4	RIBA Cost plan or Order of costs estimate
5	Programme plan (Gantt chart or MS Project) (optional)
6	Full project risk register (Note: a costed risk register is mandatory for all projects over £2 million total project value)
7	Evidence of independent legal assessment of compliance with Subsidy Control Act 2022
8	Curriculum Strategy

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9	Organisation's Business Plan
10	RIBA Design Report
11	Evidence of Public Liability and Employer's Liability insurance
12	Financial Regulations (including procurement rules)
13	Employer letters of commitment
14	EDI strategy
15	Estates Strategy
16	Other Documents (optional)

Block 13 - Declaration

Block 13	Declaration
Question number	Question
1	Are you related to any elected GLA officials or members of GLA staff?
1.1	If yes , please state their full name/s and GLA team/s (if known)
2	Has anyone involved in the project been in contact with any elected Greater London Authority officials or members of staff in relation to the project either at an engagement workshop or at any other stage?
2/1	If yes , please state their name/s and team/s (if known) and the nature of support
3	Confirm that the information provided is complete and accurate

Submit a project application

Once all the blocks are complete, you will see from the project overview page that your project application is ready to be submitted.

The screenshot displays the 'CSPCF - London College' project overview page. At the top, there is a navigation bar with links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below this, the page title 'CSPCF - London College' is centered, with a '< BACK' button on the left and a 'PROJECT MENU' button on the right. The status is 'Draft', and a message states 'This project is now ready to submit'. The Project ID is 'P32857' and it is noted that the project is with a Partner. A instruction reads 'Please complete each section and then submit.' Below this, 13 numbered sections are listed, each with a 'COMPLETE' status and a green checkmark: 1. FUNDING ELIGIBILITY, 2. APPLICANT DETAILS, 3. PROJECT DETAILS, 4. PROJECT INFORMATION, 5. PROJECT RATIONALE, 6. COST COMPONENTS, 7. MILESTONES, 8. OUTPUTS, 9. BUDGET, 10. RISKS AND ISSUES, 11. VALUE FOR MONEY AND DELIVERABILITY, 12. SUPPORTING DOCUMENTS, and 13. DECLARATION. A 'Project History' dropdown menu is visible below the sections. At the bottom, there is a 'Comments' section with a text area for 'Add an explanatory comment' and a prominent green 'SUBMIT PROJECT' button.

Once you have checked through the information in all the blocks, you can submit your project application to the GLA for review and assessment using the 'SUBMIT PROJECT' button.

You can use the comments section if you need to provide us with any additional information relating to your project application.

If you navigate to the 'Projects' page, you will be able to see a record for your project application which shows the project status as 'Submitted'. If want to review the information, you can click into the project from this screen.

Showing 1 - 2 of 2

PROJECT ID	PROJECT TITLE	ORG NAME	ORG CODE	ASSIGNEES	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
<input type="checkbox"/> P32857	CSPCF - London College	London College	15241	View Assignees	Construction Skills Package Capital Fund	Construction Skills Package Capital Fund	Submitted	Mar 17, 2026 17:57

Withdrawal

If you realise you have made a mistake on your application or need to include additional information, you can withdraw your project application and make further edits by clicking on 'WITHDRAW' on the project overview page.

Construction Skills Capital Fund Application and GLA OPS Guidance

The screenshot displays the 'CSPCF - London College' application dashboard. At the top, a navigation bar includes links for HOME, ORGANISATIONS+, PROGRAMMES & PROJECTS+, PAYMENTS+, REPORTS, and SETTINGS+. The main header shows 'CSPCF - London College' and 'London College' with a 'PROJECT MENU' icon. The status is 'Submitted', with a warning: 'This project is submitted and must be withdrawn before being edited or abandoned'. The Project ID is 'P32857' and it is with the GLA. The dashboard features 13 numbered sections, all marked as 'COMPLETE' with a green checkmark: 1. FUNDING ELIGIBILITY, 2. APPLICANT DETAILS, 3. PROJECT DETAILS, 4. PROJECT INFORMATION, 5. PROJECT RATIONALE, 6. COST COMPONENTS, 7. MILESTONES, 8. OUTPUTS, 9. BUDGET, 10. RISKS AND ISSUES, 11. VALUE FOR MONEY AND DELIVERABILITY, 12. SUPPORTING DOCUMENTS, and 13. DECLARATION. Below the sections is a 'Project History' dropdown menu, a 'Comments' section with a text input field, and a green 'WITHDRAW' button.

Please note, this option is only available when the project application status is 'submitted' and within the deadline. Once the project application is being reviewed by the GLA, the status will show as 'assess' and you can no longer withdraw.

Appendix

Output Definitions

- **Learners supported:** learner support, defined as the ‘strategies which empower learners to establish and fulfil their learning’. This is an all-encompassing category which should focus on learners supported by the investment.
- **Area of new or improved learning/training floorspace (m2):** new or upgraded: new buildings constructed as part of the project, refurbished, improved or adapted for productive use as part of the project. Improved: actual floor space and its value towards learning/training purposes has been increased by some physical improvement.
- **Amount of space with improved energy efficiency (m2):** area of space resulting in improved energy efficiency (m2) as a result of replacement of old with new boilers/lighting/heating or other energy efficiency measures.
- **New Construction Skills Learning Places created:** New learning places created, in Sector Subject Area 5, enabled as a direct result of the project
- **Level of Employer Investment Secured (Cash or In-kind) :** The total value of financial or non-financial contributions by an employer to support the proposed project. This includes cash funding as well as in kind support, examples include equipment, materials, use of facilities, technical expertise etc. The support should be clearly evidenced and specific to the proposed project.
- **Number of Employers Participating**
The total number of employers involved or contributing to the proposed project. This includes employers providing financial or in-kind support, offering work placements or supporting the delivery through expertise or resources.

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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London E16 1ZE
Telephone **020 7983 4000**
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