

[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 19 January 2015 16:57
To: FE Capital
Subject: FW: EOI FE Capital Investment Fund

Importance: High

Follow Up Flag: Follow up
Flag Status: Completed

Dear Sir \ Madam, I would like to confirm receipt of the below if possible?

Regards
[REDACTED]

From: [REDACTED]
Sent: 19 January 2015 16:52
To: 'fecapital@london.gov.uk'
Cc: [REDACTED]
Subject: EOI FE Capital Investment Fund
Importance: High

Dear Sir \ Madam, please find attached the EOI for the FE Capital Investment Fund, along with supporting documentation.

Should you have any queries, please feel free to contact us.

Regards

[REDACTED]
Principal

Tel: [REDACTED] Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |

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[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 05 March 2015 10:51
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Follow Up Flag: Follow up
Flag Status: Flagged

Dear [REDACTED],

Since we put forward our bid in January, a lot of work has taken place in evaluating the complete expenditure plan we require to deliver the business plan. In doing that more detailed work the total value of the project has changed. The prospectus highlights the fact that we should inform you of any likely significant change.

Our original bid estimated a total project cost of £787,020. Our latest more detailed estimation is now adding up to £955,550. We have secured £638,000 of match funding.

We are being supported and helped in the project management by Arcadia, FRA's main sponsor. Their project management team believes that we need to have secured tenders and costing with plans by 1 May 2015 if we want to be able to deliver most of the initial impact changes by mid-September 2015.

I was wondering if you could help me in ensuring the following:

1. Formerly inform the LEP of the change in cost estimations
2. Having a clearer understanding of the success of her bid as we are trying to secure funding to cover the costs by 1 May
3. Any further documentation that would be required now for the LEP

I look forward to hearing from you.

Kind regards

[REDACTED] | Director of Finance & Resources

Tel: [REDACTED] | Fax: [REDACTED]

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From: [REDACTED]@london.gov.uk]
Sent: 23 January 2015 12:05
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Thanks [REDACTED],

Start of February will be too late unfortunately as evaluation is taking place now - do you have 2010-2011?

Also in section 10 of the Eoi supporting documents next to High level capital budget v outturn for previous years you have put financial statements(signed) for FRA 2012-13 is this correct as it doesn't show High level capital budget v outturn for previous years?

Many thanks

From: [REDACTED]@fra.ac.uk]
Sent: 23 January 2015 11:55
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Dear [REDACTED],

The reason we have not included 3 financial years is that we are in the process of signing the 2013/14 Annual Report & Financial Statements. These should be available the first week of February. Would you mind waiting until this is officially signed and I shall forward a copy?

Kind regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
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From: [REDACTED]
Sent: 22 January 2015 15:06
To: [REDACTED]
Subject: FW: EOI FE Capital Investment Fund email 2 of 2

?

From: [REDACTED]@london.gov.uk]
Sent: 22 January 2015 14:36
To: [REDACTED]; FE Capital
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Dear [REDACTED]

I can confirm receipt of the application and the supporting documents. Can I just confirm the reason for only attaching accounts for 2 years and not the requested 3 years? Also in section 10 of the Eoi supporting documents next to High level capital budget v outturn for previous years you have put financial statements(signed) for FRA 2012-13 is this correct?

[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 23 January 2015 13:39
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2
Attachments: Capital expenditures 3 years 2012-2014.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear [REDACTED],

Sorry about this. We may have made an error of typo. Please find attached the relevant document.

Regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |



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From: [REDACTED]@london.gov.uk]
Sent: 23 January 2015 12:05
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Thanks [REDACTED],

Start of February will be too late unfortunately as evaluation is taking place now - do you have 2010-2011?

Also in section 10 of the Eoi supporting documents next to High level capital budget v outturn for previous years you have put financial statements(signed) for FRA 2012-13 is this correct as it doesn't show High level capital budget v outturn for previous years?

Many thanks
[REDACTED]

From: [REDACTED]@fra.ac.uk]
Sent: 23 January 2015 11:55
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Dear [REDACTED],

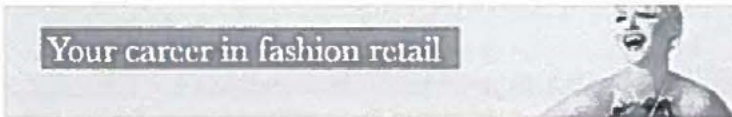
The reason we have not included 3 financial years is that we are in the process of signing the 2013/14 Annual Report & Financial Statements. These should be available the first week of February. Would you mind waiting until this is officially signed and I shall forward a copy?

Kind regards

██████████ | Director of Finance & Resources
Tel: ██████████ | Fax: ██████████
| www.fashionretailacademy.ac.uk |



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From: ██████████
Sent: 22 January 2015 15:06
To: ██████████
Subject: FW: EOI FE Capital Investment Fund email 2 of 2

?

From: ██████████ [mailto:██████████@london.gov.uk]
Sent: 22 January 2015 14:36
To: ██████████ FE Capital
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Dear ██████████

I can confirm receipt of the application and the supporting documents. Can I just confirm the reason for only attaching accounts for 2 years and not the requested 3 years? Also in section 10 of the Eoi supporting documents next to High level capital budget v outturn for previous years you have put financial statements(signed) for FRA 2012-13 is this correct?

Kind regards

██████████

██████████ Programme Officer – LEP Delivery | Greater London Authority
City Hall | The Queen's Walk | London | SE1 2AA | Tel: ██████████ | Mob: ██████████ |
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From: ██████████ [mailto:██████████@fra.ac.uk]
Sent: 19 January 2015 17:05
To: FE Capital
Subject: EOI FE Capital Investment Fund email 2 of 2
Importance: High

From: ██████████
Sent: 19 January 2015 16:52
To: 'fecapital@london.gov.uk'

[REDACTED]

From: [REDACTED]
Sent: 05 October 2015 11:12
To: [REDACTED]
Subject: FW: Fashion Retail Academy - EOI FE Capital Investment Fund

FYI

From: [REDACTED]
Sent: 05 March 2015 16:29
To: [REDACTED] FE Capital
Cc: [REDACTED]
Subject: Fashion Retail Academy - EOI FE Capital Investment Fund

Dear [REDACTED]

Thank you for your Expression of Interest application to the FE Capital Investment Fund. The FE Capital Steering Group and the London Enterprise Panel have met to consider the proposals and evaluation of these and would like to invite you to submit a full detailed application for further consideration in line with the Prospectus.

As you will be aware we are currently considering Round 1 detailed applications and the process of due diligence has taken longer than originally planned. In light of this the LEP has decided to extend the amount of time available for the preparation of applications and their consideration and due diligence by the evaluation panel. We are currently planning a new timetable which we expect to include an option for detailed applications to be submitted in late May/early June or in late September/early October. We are also looking at a fast track option for detailed applications which are ready to be submitted for earlier consideration where there is a clear case for doing so.

We will therefore shortly be in touch to confirm timescales and to provide the detailed application form and supporting templates. We are also planning a guidance workshop to support applicants through the detailed application stage and will be in touch very shortly with further information and details.

Kind regards

[REDACTED]
[REDACTED] | Programme Officer – LEP Delivery | Greater London Authority
City Hall | The Queen's Walk | London | SE1 2AA | Tel: [REDACTED] | Mob: [REDACTED] |
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[REDACTED]

From: [REDACTED]
Sent: 19 March 2015 10:33
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Hi [REDACTED]

Apologies for the delay in responding to your email. LEP meetings are scheduled quarterly with the next available meeting in June and we are unable to set up special meetings of the LEP. There is a significant requirement as part of the next stage of the application which requires us to undertake some specialist external due diligence of applications and as well as presenting proposals to the FE Capital Steering Group and all of this needs to be factored into the timeline. More information on the [LEP](#) and the [FE Capital steering group](#) can be found by following the links. We are preparing the detailed application requirements and timeline at the moment and will be in touch with further details shortly. At which point I would suggest we have a more detailed discussion.

Kind regards

[REDACTED] Programme Officer – LEP Delivery | Greater London Authority
City Hall | The Queen's Walk | London | SE1 2AA | Tel: [REDACTED] | Mob: [REDACTED] |
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From: [REDACTED]@fra.ac.uk]
Sent: 09 March 2015 14:20
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Thank you very much [REDACTED]

We are pressing ahead with the work and our timetable is to kick start the work on 26th May. The Fashion retail Academy would like to be able to present the whole project to the LEP early May so they and we have a clear understanding of what is required and of the fantastic outcomes it will generate.

Would you be able to organise a date for a meeting with the LEP. I would expect that a senior board director from Arcadia may want to attend this meeting, hence the need for me to book this in diaries early on.

Kind regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |

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From: [REDACTED]@london.gov.uk
Sent: 05 March 2015 17:53
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Hi [REDACTED]

Thank you for your email and informing me of this change. You are allowed some flexibility on costs between EOI and detailed application form stage as long as it is stated in the detailed application form with an explanation for this change. The LEP wishes to be flexible to change where this is justified, however it reserves the right to reject what it considers to be material changes.

As stated in my previous email the final timetable is still to be decided however the earliest a decision can be made on funding as stated in the prospectus is June 2015. Will this be too late?

We don't require any further documents at present and I will be sending out the detailed application form and supporting templates shortly.

Many thanks

[REDACTED]

[REDACTED] | Programme Officer – LEP Delivery | Greater London Authority
City Hall | The Queen's Walk | London | SE1 2AA | Tel: [REDACTED] | Mob: [REDACTED]
GREATER LONDON AUTHORITY

From: [REDACTED]@fra.ac.uk
Sent: 05 March 2015 10:51
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EOI FE Capital Investment Fund email 2 of 2

Dear [REDACTED],

Since we put forward our bid in January, a lot of work has taken place in evaluating the complete expenditure plan we require to deliver the business plan. In doing that more detailed work the total value of the project has changed. The prospectus highlights the fact that we should inform you of any likely significant change.

Our original bid estimated a total project cost of £787,020. Our latest more detailed estimation is now adding up to £955,550. We have secured £638,000 of match funding.

We are being supported and helped in the project management by Arcadia, FRA's main sponsor. Their project management team believes that we need to have secured tenders and costing with plans by 1 May 2015 if we want to be able to deliver most of the initial impact changes by mid-September 2015.

I was wondering if you could help me in ensuring the following:

1. Formerly inform the LEP of the change in cost estimations
2. Having a clearer understanding of the success of her bid as we are trying to secure funding to cover the costs by 1 May
3. Any further documentation that would be required now for the LEP

[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 20 April 2015 15:19
To: [REDACTED]
Subject: FW: FE Capital Round 2: Detailed Application form
Attachments: FE Capital Detailed Application Guidance Round 2.pdf; Guidance on Logic Chains.pdf; Output and Outcome Profile.xlsx; Project Monthly Expenditure Profile.xlsx; Core Metrics and Definitions_2015.pdf; FE Capital Detailed Application Form Round 2.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear [REDACTED]

We received this email on Friday. I am slightly concerned that the timetable for the submission and approval seem to have shifted to June / September. We are presently working towards a 9th June final approval for all work to be carried out with the intent to start the work on 22nd June and complete by 30th August.

Should I continue to assume that the FE Capital round funding will be able to fund the work carried out during the summer months although we will not get an approval until 8th September ?

Would the approval recognise just recent and completed capital work?

I look forward to hearing from you.

Kind regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |



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From: [REDACTED]
Sent: 17 April 2015 17:28
To: [REDACTED]
Subject: FW: FE Capital Round 2: Detailed Application form

Good news on this, one step closer.

From: FE Capital [<mailto:FECapital@london.gov.uk>]
Sent: 17 April 2015 17:20
Subject: FE Capital Round 2: Detailed Application form

Dear Applicant,

We are delighted to progress your application to the FE Capital Investment Fund to the Detailed Application stage. The Detailed Application form and guidance are both attached to this email.

Please be aware that the application forms and guidance have been amended since the Round 1 applications to further refine the process and provide additional support to bidders in preparing your application. This has also included minor changes to the scoring criteria and weighting. Please use the attached form to apply for funding.

Applicants can submit applications to either of the deadlines provided below. An application to the later deadline will not affect your ability to secure funding. We recommend that you give due consideration to the most appropriate deadline for development of a robust and well developed project proposal which fully meets the requirement set out in the prospectus. Please discuss the deadline they you plan to work towards with the GLA at an early stage by emailing fecapital@london.gov.uk.

	Deadline for submission of Detailed Applications	Recommendation made to London Enterprise Panel (subject to change)
Option 1	15 th June 2015	8 th September 2015
Option 2	21 st September 2015	2 nd December 2015

To assist you with the Detailed Application we would like to give you feedback on your Expression of Interest, please indicate your availability over the next few weeks to fecapital@london.gov.uk

SFA Budget Allocations 2015/16

The LEP is aware of the recent announcement by the Skills Funding Agency on college and training organisation funding allocations for the financial year 2015/16. The LEP understands that the scale of reduction to adult skills budgets for the academic year 2015/16 is significant and will have a considerable impact on some FE provision. We understand this may have implications for your project proposal particularly in terms of affordability and relevance to any resulting changes to provision. Therefore we ask that you respond to this email providing an explanation of any implications of any budget reductions on the FE Capital proposal. You should also explicitly address any implications of the budget reductions in your detailed application form including (but not limited to) any impact on the ability to finance the project or associated provision and any impact on the level of outcomes that will be delivered.

Design Brief and Feasibility

Please can you provide a copy of your architectural design brief and feasibility designs as soon as these are available following receipt of this detailed application pack. The GLA would like the opportunity to comment on the these documents at a suitable time prior to commencement of the detailed design stage, in order to confirm that the urban design and place-making requirements of the Prospectus are fully addressed and good consideration is given to ensuring the proposed architectural intervention will be of highest quality to the benefit of the locality (please also see Detailed Application Guidance note 4 (a)(ii)). We will discuss this further with you during our conversations about Expressions of Interest feedback over the next few weeks.

Memorandum of Understanding

We would like to make you aware that the LEP/GLA is in the processing of entering a Memorandum of Understanding with the SFA to support the process of due diligence and verification of FE Capital applications.

We will be in touch shortly with further documentation, including the cost plan template and guidance and a Sustainability Charter (to support you in meeting BREEAM requirements and implementing environmental measures), which we are in the process of finalising.

In the meantime, if there are any queries, please email fecapital@london.gov.uk. If you would like to arrange a call please indicate this in your email and a member of the LEP Delivery Team will contact you. We look forward to seeing you at the FE Capital Guidance workshop on the 7 May from 3pm to 5pm at City Hall. If you have not yet done so, please confirm your attendance to fecapital@london.gov.uk.

Best wishes with your application,

LEP Delivery Team

City Hall | The Queen's Walk | London | SE1 2AA | Tel: 020 7983 4000 | fecapital@london.gov.uk | GREATER LONDON AUTHORITY

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[REDACTED]

From: [REDACTED]
Sent: 07 May 2015 17:32
To: [REDACTED] FE Capital
Cc: [REDACTED]
Subject: RE: FE Capital FastTrack option
Attachments: FE Capital FAQ 19.12.14.pdf; State Aid Handout.pdf; FE Capital equality FAQ's.pdf; FE Capital Cost Breakdown template - FINAL07.05.15.xlsx; Sustainability charter V2 30 Apr.docx

Hi [REDACTED] – good to meet you today.

Please find the outstanding documents that you require to fill in your detailed application form. Please note that some of these version are not fully up-to-date but due to the timescale of your submission I am sending them to you.

Many thanks
[REDACTED]

From: [REDACTED]@fra.ac.uk]
Sent: 06 May 2015 13:01
To: FE Capital
Cc: [REDACTED]
Subject: RE: FE Capital FastTrack option

Dear [REDACTED]

We would like to continue with the deadline of 15th May and adjust accordingly our cashflow to the late announcement.

Regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |



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From: FE Capital [<mailto:FECapital@london.gov.uk>]
Sent: 05 May 2015 18:08
To: [REDACTED] FE Capital
Cc: [REDACTED]
Subject: RE: FE Capital FastTrack option

Hi [REDACTED]

Thank you for your email, unfortunately your timetable is unfeasible as you have not factored in the GLA internal approval process. If you submit your application on the 15th May we will aim to complete the evaluation and due diligence by June 15th, we will then present it to an FE Capital Steering Group meeting as soon as possible after this. We will then need to go through the GLA internal approval process which includes the Investment and Performance Board which take monthly, (in line with this timescale it will be the 15th July Investment and Performance Board meeting) and then a Director Decision which can take a few weeks as well as all parties signing up to a funding agreement. Therefore the very earliest you will be able to receive an instalment of the grant will be August 2015.

Please note that all these dates are estimates.

Please let me know if you would still like to submit on the 15th May.

Kind regards

██████████

██████████ | Programme Officer – LEP Delivery | Greater London Authority
City Hall | The Queen's Walk | London | SE1 2AA | Tel: ██████████ | Mob: ██████████
GREATER LONDON AUTHORITY

From: ██████████@fra.ac.uk
Sent: 28 April 2015 17:16
To: FE Capital
Cc: ██████████
Subject: RE: FE Capital FastTrack option

Dear ██████████

We would like to pursue the fast track option. Fashion Retail Academy would like to submit its application by 15th May, hence receive an approval from the FE Capital Steering Group by 22nd June, hence receive the first instalment of the grant in July 2015.

Please let me know if you require further information so far.

Yours sincerely,

██████████ | Director of Finance & Resources
Tel: ██████████ | Fax: ██████████
| www.fashionretailacademy.ac.uk |



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From: FE Capital [<mailto:FECapital@london.gov.uk>]
Sent: 23 April 2015 12:03
Subject: FE Capital FastTrack option

Dear applicant

As you know the Round 2 timetable has been delayed, this was due to constraints caused by the Round 1 process. You should now have received and reviewed the Round 2 detailed application form and guidance, if not please let me know. You have previously made me aware that you are interested in a FastTrack route, therefore I would like to give you the option of submitting your application before the current deadline of June 15th and for you to decide when you will be able to submit a completed application to a high standard. Before deciding what date you will be ready to submit your application please ensure you have read through the application and fully understand the requirements as some of them are quite extensive.

The process after you submit your detailed application form will include our evaluation and due diligence which will take about a month. During this month we will require you to be available to respond promptly to further clarification that we may have. The results of the evaluation will then be presented to the FE Capital Steering Group for consideration. If your project is endorsed by the FE Capital Steering Group then it is subject to the GLA internal approvals which include approval from the Investment and Performance Board which meets monthly and a Director decision. All of the above will need to take place before a funding agreement can be signed which is the final confirmation that you will receive the funding.

We want to enable you to bring forward your projects to help you deliver them as soon as possible but your application form must be completed to a high standard.

Please let me know if you would like to take this new FastTrack option and when you will be ready to submit your completed form.

Kind regards

[Redacted]

[Redacted] Programme Officer – LEP Delivery | Greater London Authority
City Hall | The Queen's Walk | London | SE1 2AA | Tel: [Redacted] | Mob: [Redacted] |
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[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 15 May 2015 18:09
To: [REDACTED]
Cc: [REDACTED]
Subject: Fast Track LEP application
Attachments: 15 - Appendix 15 legal opinion on state aid.pdf; 18 - Appendix 18 Equal Opportunities Policy.pdf; 19 - Appendix 19 FE Capital Cost Breakdown template - FINAL07 05 15.xlsx

Email 7 of 7

Dear [REDACTED]

Please find attached. I have combined 7 emails for all documentation to reach you.

Kind regards

[REDACTED] | Director of Finance & Resources

Tel: [REDACTED] | Fax: [REDACTED]

| www.fashionretailacademy.ac.uk |



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[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 19 May 2015 18:11
To: [REDACTED]
Subject: FW: RE: Fast Track LEP application
Attachments: Basement New LRC 2.JPG; Basement New LRC 3.JPG; Basement New LRC 4.JPG; Basement New LRC.JPG; Basement Restaurant 2.JPG; Basement Restaurant 3.JPG; Basement Restaurant 4.JPG; Basement Restaurant.JPG

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
www.fashionretailacademy.ac.uk |



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From: [REDACTED]
Sent: 19 May 2015 18:05
To: 'FE Capital'
Cc: [REDACTED]
Subject: RE: Fast Track LEP application

Email 1 of 6

Dear [REDACTED]

It was very good to speak with you this afternoon. Attached are photos of the building and some of the areas we intend to upscale, refurbish and built. As there was quite a lot I have spread over 6 emails. I have also attached the plans with the furniture layout as received this morning.

1. As discussed we have been advised by our project manager and quantity surveyor that we did not require any planning permission.
2. The street access from Rathbone place to the Retail Hub / pop-up shop has not been considered as it would require planning permission and additional security costs which have not been factored in the plan. Although the look of it from Rathbone place will be of a shop, the access will be internal through the Academy
3. Cycling to Gresse Street is already popular option at the Academy as staff and learners do it regularly. Unfortunately the Academy does not have any outside access hence cannot provide any further bicycle storage that is already provided by Westminster council. This is quite limited for the moment and the Academy has been exploring possibilities with Westminster and Camden councils.
4. The reason why the amount of the total project of £1,563,600 differs from the valuation at £1,250,000 is that for match funding we are unable to provide more than £900,000. Undoubtedly this will curtail some of the deliveries on the project and will push the Academy in delivering over 3 years the whole refurbishment

instead of doing all in year 1. The investment appraisal was made on the basis that the project is delivered over 3 years as we will have a lack of match funding. WE shall send you a justification tomorrow morning.

Kind regards

[REDACTED] | Director of Finance & Resources

Tel: [REDACTED] | Fax: [REDACTED]

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[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 21 May 2015 20:13
To: [REDACTED]
Cc: [REDACTED] FE Capital
Subject: Re: Fast Track LEP application

Follow Up Flag: Follow up
Flag Status: Completed

Dear [REDACTED]

This is an excellent idea. What about Thursday 28 or Friday 29?

Regards

[REDACTED]

Sent from my iPhone

On 21 May 2015, at 18:47, [REDACTED]@london.gov.uk> wrote:

Dear [REDACTED]

Many thanks for your below email. The justification is still a little unclear and I think it would benefit both parties if we met to discuss the project in person. Please can you let me know your earliest available times to meet?

In the meantime, please may I ask that you forward a copy of the lease of 15 Gresse Street as this will help in the understanding of the Property Strategy.

Kind regards,

[REDACTED]

[REDACTED]

Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 21 May 2015 14:52
To: [REDACTED]
Cc: [REDACTED] FE Capital
Subject: RE: RE: Fast Track LEP application

Dear [REDACTED]

1. We are still waiting for the correspondence. We are hoping to get this at the end of next week.
2. I can confirm that with the £60,000 match, the application is for £763,600, without the £90,000 the application is for £673,600

3. The Academy has succeeded in raising £790,000 in cash donation from retailers and receive £110,000 of support in kind from Arcadia. It does not have enough reserves in cash to invest in this project. The total project costing as provided by the quantity surveyor was surprisingly much higher than expected. The Strategic plan and business case remain very strong hence the Academy has decided to go forward with the plan as such and decide only when all tenders are received on how to prioritise the most important in terms of delivery and rely onto its financial plan for the next two years to deliver the remaining key parts.
4. As explained above, would the total funding be available for the project in year 1, all benefits, outcome and output will be delivered in year 1. Appendix 5 demonstrate a delivery of the project by 31 August 2015. The programme has not yet been modified to take into account the tender returns which will be much more descriptive in terms of delivery in time and costs.
5. The Academy was created in 2005 and at the time was fitted to deliver courses to ca. 700 learners a year. Although the Academy has maintain the facilities to an acceptable standard for teaching, some areas have been transformed into makeshift sewing studios, cutting rooms, common room, councillors tutorial rooms, students services offices etc... which are well below the teaching standard the Academy needs to ensure an excellent education and delivery to all its learners. These areas totals at least 50% of the current estate.
6. Please see attached.
7. To be made available tomorrow
8. I will do so
9. We have not done an evaluation plan. We have not received any template. We however completed section 10 of the Application

Regards

██████████ | Director of Finance & Resources

Tel: ██████████ | Fax: ██████████

| www.fashionretailacademy.ac.uk |

<image001.gif>

Follow us on



From: ██████████@london.gov.uk

Sent: 21 May 2015 11:23

To: ██████████

Cc: ██████████; FE Capital

Subject: RE: RE: Fast Track LEP application

Dear ██████████

Many thanks for your email. I have a couple of follow up enquiries;

1. Has the additional £90,000 match been confirmed? If not, when do you expect for this to be confirmed or is this no longer achievable?
2. Dependent on whether the £90,000 match has been confirmed, please confirm the amount of grant the application is for. I work this out as £753,600, if the additional £90,000 match is no longer applicable or £663,600 if the £90,000 match remains.
3. Please provide a narrative of how the project cannot meet the 2:1 match to grant requirement, if extra match funding cannot be provided from match, have any further options been explored?
4. I note that the changes are to ensure that the project is delivered over one year, instead of three, however, the programme plan (appendix 5) demonstrates the programme over one year without the uplift in grant. Please confirm the changes that the uplift in grant will make on the programme plan.

5. I note the schedule of works as appendix 3 of the application and that the application states that the estate is maintained and in good condition (section 5a (i)). Please can you confirm if there are any other reports available to show the current condition of the estate? If not, please provide a narrative to demonstrate that more than 40% of the estate is in poor condition.
6. We will evaluate the application on the basis of the current grant request, as such please re-profile appendix 7 (Forecast Expenditure Profile), appendix 8 (Investment appraisal – base case and preferred option) and appendix 19 (cost breakdown) to show the uplift in grant.
7. Please re-profile appendix 1 to show the difference in outputs and outcomes should the increase in grant be confirmed and the project be delivered in one year.
8. I note that the governing body's approval (appendix 9) relates to the Expression of Interest and not the Detailed Application, please can you provide an updated approval.
9. Please forward appendix 17 (Evaluation plan) as this was not received in the original application.

Please be aware that the increase in grant cannot be guaranteed and is subject to approval via the LEP Steering Group. Also, please be aware that due to the quantity of outstanding information required to properly assess your application, timescales may slip. We are, however, working to ensure that this slippage is minimal and will continue to be in contact with queries as they arise. The quicker that information is provided, the lesser the slippage incurred.

If you have any concerns or queries, please do not hesitate to get in touch.

Kind regards,

■

■

Programme Officer – LEP Delivery

From: ■@fra.ac.uk]
Sent: 20 May 2015 16:51
To: ■
Cc: ■; FE Capital
Subject: RE: RE: Fast Track LEP application

Dear ■

FRA is a private education provider hence was not included in the eMandate project.

I can only confirm that the current facilities are out of date and inadequate for the delivery of a 21st century education.

Kind regards

■ | Director of Finance & Resources

Tel: ■ | Fax: ■
| www.fashionretailacademy.ac.uk |

<image001.gif>

Follow us on



From: [REDACTED]@london.gov.uk]
Sent: 20 May 2015 15:36
To: [REDACTED]
Cc: [REDACTED]; FE Capital
Subject: RE: RE: Fast Track LEP application

Dear [REDACTED]

Many thanks for your quick response – please can you confirm that the additional costs is due to the estate being in poor condition and, if so, provide the eMandate to this effect.

Kind regards,

[REDACTED]

[REDACTED]

Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 20 May 2015 15:26
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: RE: Fast Track LEP application

Dear [REDACTED]

We would like to apply for the additional £313,600 to ensure the project is realised to the total estimated amount of £1,563,600. Attached below is the original paragraph supporting our additional match request:

The new facilities provided by the capital works will enhance existing provision and enable the FRA to extend to new specialist areas within the retail sector with established and unmet employer demand. Building on the infrastructure, staff capacity and reputation already in place, the investment will release substantial long term value.

The Academy's student body comprises an even cross section of society in terms of the levels of deprivation; all are provided a route to high quality employment. Our Level 2 and Level 3 provision act in part as a climbing frame to the Level 4 specialist courses – ensuring we can reach individuals from a range of prior attainment levels and backgrounds. We successfully secure employment for over 70% of our learners (another 20% go onto higher levels of education). At Level 4, the rate of employment increases to over 85%. These rates hold for any level of deprivation. As a result of the investment, this will improve further for all students, and the number of students undertaking specialist retail digital provision will increase in volume terms by 1,221 learners over the subsequent 5 year period as a result.

By providing this pipeline of talent with clear demand, the investment will ensure that unskilled labour at entry level is not a barrier to achieving high levels of growth in the digital / e-commerce arena. Rapid expansion in this area is one of the key drivers of productivity and a point of competitive advantage between retailers domestically and internationally.

Additional benefits of the investment are in establishing facilities to similarly enhance other aspects of our core provision and will enable the FRA to create and resource further high quality programmes – including those at Level 4.

Kind regards