

# **London Careers Hubs: grants prospectus**

## **Guidance for funding applicants**

### **Key information**

Publication type: Funding guidance

Publication date: Tuesday 7 April 2026

Who can apply: Organisations applying for funding must be legally constituted bodies. Individuals cannot apply for themselves. Potential applicants include: local authorities, statutory and non-statutory public funded organisations or bodies, higher and further education institutions, voluntary or community organisations, private-sector companies, registered charities and not-for-profit organisations.

What this fund supports: London Careers Hubs will support employers and education institutions to improve careers provision for young people. Giving them access to London labour market information, workplace-relevant skills development, and meaningful insights of employment opportunities and experiences of work environments.

Project duration: Two academic years: 1 September 2026 to 31 August 2028.

Award range: £1,128,043 - £2,330,986

Application deadline: 19 May 2026, 5pm

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# 1. Introduction and overview

## 1.1 Background to Careers Hubs

Since 2016, the Greater London Authority (GLA) has delivered the London Enterprise Advisor Network (LEAN), co-funded by The Careers & Enterprise Company (CEC), engaging 540 schools and colleges, recruiting over 600 Enterprise Advisors (EAs) from 370+ organisations, and supporting 243 Careers Leaders with bursaries.

The Enterprise Advisor Network, led nationally by the CEC, matches senior business volunteers with school or college careers leaders to improve employer engagement and develop inclusive career strategies. An interim evaluation in 2020 showed rapid expansion and improved achievement of the Gatsby Benchmarks (GBM) in London. The national network proved especially valuable during the COVID-19 pandemic.

Building on the LEAN, the four subregional London Careers Hubs were established in 2021. These offered support to all London state-funded secondary schools, sixth form/further education (FE) colleges, alternative provision (AP) and special schools, to deliver better careers provision to young people in secondary education (key stages three to five). Currently, 723 of London's 764 education institutions are part of a hub, representing over 620,000 pupils.

[The Gatsby Benchmarks](#) are a framework that define the best careers provision in secondary schools and colleges. Schools that meet the benchmarks perform better at supporting students into post-16 pathways, so have fewer young people who are not in education, employment or training (NEET).

In 2025 the government announced its commitment to introduce 10 days' worth of work experience for every young person. This, alongside the revised Gatsby Benchmarks, is a key driver of the London Careers Hubs.

## 1.2 The Careers & Enterprise Company

Created as a social enterprise in 2015, the [Careers & Enterprise Company \(CEC\)](#) blends expertise from education, business, the private sector, third sector, academia and government to help young people to build a rewarding career.

The CEC aims to unlock the potential of young people (aged 11-18) by strengthening links between schools and colleges, employers and careers and enterprise bodies. They aim to expose young people to the world of work to inspire them and help them to make more informed decisions about their future.

The CEC co-funds the Careers Hubs and leads the national Careers Hub programme.

## 1.3 Strategic context

In the [Get Britain Working white paper](#), published in November 2024, the government announced its Youth Guarantee. This aims to improve positive outcomes for young people and reduce the number of young people aged 18-24 who are NEET. As well as supporting their aim for all young people to receive two weeks' worth of work experience by the time they leave statutory education. The Youth Guarantee aims to break down barriers to opportunity for all young people, transforming life chances and helping them to progress into further learning and onto fulfilling work.

In the policy paper [Youth Matters: State of the Nation](#), published in December 2025, one of the key four priority areas identified by young people themselves was skills and opportunities for life and work. There is a desire for better preparation for future careers through quality education, training, and meaningful job opportunities. Action five of the policy paper [Youth Matters: Your National Youth Strategy](#) is around good work and providing better education, guidance, training and support for young people to get a great job. Part of this action is to raise the bar on careers education and introduce two weeks of work experience for every young person across the course of their secondary education.

The Mayor of London committed to provide 250,000 positive opportunities for young Londoners during this Mayoral term. The [Supporting and Inspiring Young Londoners mandate and related delivery plan](#) describes how the GLA will work to bridge the gap between opportunity and offer and enhance young Londoners' ability to access these opportunities. The Mayor will work across London to bring together key partners delivering for young Londoners and directly commission key programmes to work on meeting the most acute of these opportunity gaps.

A shortage of skilled workers is one of the biggest constraints holding back London's growth. Equipping learners with skills demanded in growth sectors is the key to ensuring every Londoner has access to economic mobility. Therefore, growing the size of the skilled workforce and supporting Londoners to achieve their full potential is one of the key aims set out in the [London Growth Plan](#).

The London Growth Plan's 10-year ambition for green, inclusive growth will be achieved through the new [Inclusive Talent Strategy](#), to ensure that education, skills and training help Londoners grow their skills and progress. The strategy will also support employers to access and develop the skilled workforce they require, particularly in the growth sectors.

The [Local Skills Improvement Plan \(LSIP\)](#), first published in August 2023, supports the aims of the Inclusive Talent Strategy. The LSIP is a strategic, employer-led roadmap to transform London's skills system, with actions identified for employers, training providers and the GLA. The refreshed LSIP will be developed from October 2025, through a process jointly led by the GLA and BusinessLDN. While the Inclusive Talent Strategy will set the overall, system-level, vision, the LSIP will remain a key strategic driver of actions to address London's skills needs at a sector level.

## **1.4 Existing GLA funded provision**

### **1.4.1 London's Careers Programme**

London's Careers Programme is made of four sub-regional Careers Hubs.

Careers Hubs offer support to all London's state-funded secondary schools and colleges, including special schools, pupil referral units and alternative provision establishments.

Hubs work with universities, other education and training providers, employers and careers guidance professionals to ensure the Gatsby Benchmarks are delivered in each school and college and that careers outcomes are improved for all young people.

Hubs work to bridge the gap between employers and education. They also have a key focus on supporting the Government's Work Experience Agenda.

Current key priorities for London's Careers hubs are:

- Priority 1: Continuous Improvement.
- Priority 2: Work Experience.
- Priority 3: Boosting Apprenticeships and Technical Pathways.

Careers Hubs will strengthen and enhance careers provision across London, directly supporting key objectives within the Inclusive Talent Strategy and the London Growth Plan.

The London Careers Hubs are aligned with other existing GLA-funded programmes supporting young Londoners. This includes the New Deal for Young People and Youth Guarantee Trailblazers.

### **1.4.2 Future Ready Fund**

CEC and JPMorgan Chase are funding the Future Ready Fund. This is a three-year national programme, designed to help deliver the government's commitment to provide all young people with two weeks of high-quality work experience.

The fund aims to ensure that every young person can build skills, confidence, and connections to real careers. It also seeks to strengthen evidence on what effective work experience looks like for those facing the greatest barriers, to improve long term education and employment outcomes.

In London, the programme is delivered as 'Futures Unlocked' by Sculpt UK for the GLA and the London Careers Hubs. Over three years, it will support 375 students across 25 mainstream schools. These students are eligible for Free School Meals (FSM) and receive SEND support. They will complete at least 10 days of meaningful work experience through the equalex model and receive ongoing mentoring from volunteers.

### **1.4.3 AIM programme**

London's young people are the least likely in England to progress into an apprenticeship.

The DfE's successful [Apprenticeship Support and Knowledge \(ASK\) programme](#), which promoted Apprenticeships and T Levels to young people, stopped at the end of the 2024-25 academic year.

The GLA replaced ASK with the [Apprenticeships, Information, and Meaningful Encounters \(AIM\) programme](#) in 2025-26, so work could be continued to promote and support progression to technical, vocational and

apprenticeship progression pathways.

#### **1.4.4 Support for Young Londoners programme**

Since 2024, through the government's UK Shared Prosperity Fund (UKSPF), the Mayor of London has invested over £16 million into the Support for Young Londoners programme, across three key strands:

- Universal NEET, supporting young Londoners who are Not in Employment, Education or Training (NEET).
- Targeted NEET, supporting NEET young Londoners, including those furthest from the labour market and experiencing multiple disadvantages, and/or with significant additional support needs.

The projects have helped to develop interpersonal skills that increase employability, to progress into education, employment or further training.

The investment in UNEET and TNEET projects has continued for the 2025-26 and 2026-27 financial years.

#### **1.4.5 Youth Trailblazers**

[The Get Britain Working Trailblazers](#) were developed in April 2025 to trial innovative approaches to tackling economic inactivity.

London's Trailblazers, co-designed with stakeholders and delivered by GLA and the four sub-regional partnerships, aim to:

- help economically inactive Londoners move closer to work
- support young people through the government's Youth Guarantee
- boost engagement with employment, education and wraparound services.

They focus on improving service integration via the Mayor's [No Wrong Door programme](#), expanding referral routes, and upskilling staff to strengthen sector capacity.

The programme will test and evaluate new approaches to build an evidence base for scaling interventions and inform the development of the government's Jobs and Careers Service. Thus positioning London as a leader in locally-directed employment and health support within an Inclusive Talent System.

There are two Trailblazers that will work directly with young people:

- Pan-London Youth Trailblazer – testing activities that deliver more holistic employment support for young people. Youth Integration Networks have been established in sub-regions, and Hubs will be expected to engage with these networks.
- Support for Care Leavers Trailblazer – delivered in the Central London Forward sub-region. This tests approaches to wraparound support and careers guidance for care leavers aged 18-25 and supports the early identification of young people aged 16-17 who are transitioning from in- care to care leavers.

## 1.4.6 Sector Talent Boards

The [Inclusive Talent Strategy \(ITS\)](#) sets out how the GLA, working with talent system partners and industry, will support the delivery of a skills offer that better meets the needs of employers.

Sector Talent Boards, which consist of employers for a specific sector, will be established by the GLA for London's key sectors. These will shape sector-specific talent strategies and requirements for the capital's growth sectors. The Sector Talent Boards will be expected to advise on skill needs and identify priority occupations within key sectors to support short, medium, and long-term talent pipeline planning and to shape curriculum offers.

Pilot boards have been established for construction, life sciences and creative industries. Further roll-out to hospitality, health and social care boards are expected from April 2026.

The boards will advise the Mayor on commissioning and delivery of key skills budgets for their sectors, including this funding. In support of the LSIP, the boards will provide clear and regular insights into the skills needs of each sector, supporting London's provider base to shape and adapt their offer.

## 1.5 Programme budget allocations

Applicants are advised that the funding available for the London Careers Hubs is currently uncertain. If additional funding becomes available to the GLA for these activities at any point, the GLA may (and reserves the right to) do all or any of the following:

- extend the end date for projects that have been awarded funding through this grant award process, through an annual variation, to continue delivery for up to a maximum of four further years to end August 2032
- offer additional funding to successful applicants, up to a maximum value of 1.5 times the average award across previous years of the projects
- request successful applicants to adapt their projects to encompass additional delivery areas, support additional target groups, or deliver different priorities within the field of careers support for young people (including possible work with primary schools)
- start a new grant award process.

Should the GLA allow an extension to the end date of a project, and/or offer additional funding to a project, this will be based on the project being able to demonstrate good performance to date.

The project would also normally be expected to continue to deliver activities in line with the Project Requirements and original grant application (with an associated amendments in targets where any additional funding is offered).

Where there has been a change in the delivery environment, the labour market, or government or Mayoral policy since the initial award of funding, then the GLA may require adaptations to projects to respond to this change of circumstances.

Recent significant examples of the types of change that may affect the delivery environment and labour market are changes in policy from the CEC, the DfE or the GLA, the pandemic and the need to provide

support to Afghan and Ukrainian refugees.

## 2. Project requirements

This call is expected to be over-subscribed as there is limited funding available. A successful application will need to address the specific requirements of the relevant programme of activity.

The [detailed project requirements](#) are published as Appendix 1 to this prospectus. This includes more detail around deliverables and outcomes. The project requirements also set out the payment model, expected number of grants to be awarded, and the estimated grant allocations per project. Please refer to these [key documents](#) when completing your application.

The grant funding awarded as a result of this grant award process can only be used to deliver provision as set out in this prospectus and related key documents.

### 2.1 Target groups and eligibility

The target groups and project deliverables are specified in the project requirements.

Further definitions and detailed information regarding eligibility criteria and evidence requirements to support reporting and claims are provided in the Evidence and Delivery Handbooks. The Evidence and Delivery Handbooks set out the current requirements of Careers Hubs. Each academic year these handbooks are updated to reflect any changes, following the CEC Grant Funding Agreement with the GLA.

Where funding is available to support young people directly (for example, through the Hub Delivery Fund (HDF) or additional funding such as the current Future Ready Fund), organisations delivering GLA-funded activity in London are required to target individuals from groups that are disadvantaged in the labour market, where they are eligible and the provision is appropriate to their needs. The funding should be used to optimise positive outcomes for all young people facing the greatest barriers, including SEND and students attending AP.

The risk of young people becoming NEET starts before Year 10. Early interventions by schools from year seven onwards is key to preventing NEET. The CEC is developing work to support a Risk of NEET Indicator (RONI) approach in schools. This work compliments the RONI approach in local authorities and the intention is to ensure that the processes align and follows government's [Guidance on Identifying and supporting young people at risk of NEET](#).

The Careers Hubs also seek to ensure that young people are able to see employers representing their backgrounds and characteristics. The GLA expects Careers Hubs to focus on ensuring equality, diversity and inclusion objectives are embedded in employer engagement activities. Careers Hubs should seek to have representation from employers and Enterprise Advisers that reflect the characteristics of London's diverse population. The GLA will monitor Enterprise Adviser characteristic data.

When preparing their applications, applicants should note that if their application is successful, their performance against the targets and milestones that Careers Hubs will set out in their Hub Delivery Plan for each academic year, including those for disadvantaged groups, will be actively monitored. If there is

underperformance the Lifetime Grant Value may be reduced and a Hub may not be awarded additional GLA/CEC Grant Funding should it become available during the Project Delivery Period. The GLA performance management process is described in more detail in the Delivery Handbook.

## 2.2 Geography

Projects should only support Educational Institutions within the Careers Hubs who are located within Greater London.

The Project Requirements set out the relevant geographical area of delivery – known as the the Grant Package Area (GPA). There are four GPAs which mirror the geographies of London’s four sub-regional partnership (SRP) areas, to allow for better integration of provision with existing local structures and networks. The GPAs are:

- GPA 1 - Central London
- GPA 2 - East London
- GPA 3 – South London
- GPA 4 – West London

A map of the sub-regional partnership areas can be found in the ‘Working with London Boroughs and Sub-Regional Partnerships’ section below. Where the Project Requirements stipulate the geographical area for delivery, applicants must only focus on this area.

Applicants who wish to deliver a programme of activity in more than one GPA are reminded that they must submit a separate eligible application for each GPA. Applicants submitting applications for more than one GPA should not assume that if their application is successful for one GPA, their applications for the other GPAs will also be successful.

Applicants should also refer to ‘Making Multiple Applications’ section below for further information regarding the maximum number of grants that may be awarded to successful applicants.

## 2.3 Milestones, deliverables and outcomes

Applicants will need to demonstrate how their proposed activities will achieve project deliverables for the award of London Careers Hub funding. Project deliverables are set out in the [project requirements](#).

The response to the deliverables proposed by applicants in the application form should:

- be realistic and achievable
- deliver good value for money
- reflect the nature of the project.

Applicants will need to demonstrate how the delivery of the Careers Hubs will help to achieve National and GLA’s strategic objectives, outlined in Strategic Context section of this document.

Milestones and key performance indicators (KPIs) will be set out in the Hub Delivery Plan, which is agreed at the start of each academic year.

All Careers Hubs will be required to report regularly to the GLA on progress toward achievement of KPIs, outcomes and deliverables. This will need to include both quantitative and qualitative data.

Applicants will be expected to have a sound governance structure in place for monitoring performance and will need to explain in their application how they will collect and record this information to maintain a fully evidenced audit trail.

## **2.4 Performance management**

Any underperformance will be managed through close performance management and regular reviews, as described in greater detail in the Delivery and Evidence Handbooks.

GLA provider managers will arrange regular grant monitoring and review visits and progress review meetings to discuss performance against annual and lifetime financial and delivery profiles. The frequency of monitoring and review visits, and reporting requirements, may vary if a provider is underperforming or there are other concerns around delivery.

GLA provider managers will review each provider's performance and capability through regular visits and management information and consider any necessary actions or changes to address performance.

Additional checks may entail:

- Requesting that providers share copies of case studies, provide further information and/ or data related to engagement of employers, partners and educational institutions as well as Hub data progress.
- Direct observation or attendance in any part of hub delivery or facilitation of activity.

Grant agreements will detail some of the delivery requirements set by the GLA and set out in the Project Requirements. Further KPIs will be shared with providers and the GLA by the CEC (in the summer term). These are expected to form the foundations of the Hub Delivery Plans created by each hub. These are submitted to the GLA and the CEC for approval, ready for the start of the academic year. Performance against these plans will be reviewed regularly. All successful organisations will be expected to achieve their targets and KPIs (subject to vacancies and other delivery considerations to be confirmed) and may be subject to negative funding adjustments at performance review points where performance is below target.

More generally, underperformance on any committed outcomes agreed or general delivery referred to in the Hub Delivery Plan may result in a reduction of funding for the current academic year of delivery or in a reduction of funding for the next academic year, or in termination of the grant agreement. The GLA reserves the right to adjust yearly allocations based on the performance of any committed outcomes. Providers may also be invited to request a voluntary reduction based on performance.

## **2.5 Accuracy of information**

In submitting an application, applicants undertake that:

- all information contained in their response or at any time provided to the GLA in relation to the agreement is true, accurate and not misleading
- all opinions stated in any part of a response are honestly held, and
- there are reasonable grounds for holding such opinions.

Any matter that arises and renders any such information untrue, inaccurate or misleading should be brought to the attention of the GLA immediately.

## **2.6 Equality, diversity and inclusion (EDI)**

In the design and delivery of the London Careers Hubs, the GLA as lead authority is putting equality, diversity and inclusion (EDI) at the centre of all its activity. The GLA is striving to be ambitious in its approach to be inclusive, and we expect the same of applicants that are seeking our funding.

The Mayor of London's strategy, [Inclusive London](#) (2018, updated in 2022) sets out the future of London as a diverse, inclusive and integrated city, where everyone should be able to reach their full potential and prosper.

Reaching and including all Londoners, particularly individuals facing persistent inequalities, will be an important consideration to the success of the London Careers Hubs. London Careers Hubs programme will continue our work challenging inequality and promoting equality of opportunity.

Labour market indicators highlight long-standing inequalities in London. Prior to the pandemic, the most marginalised groups (such as the over-50s, women, disabled people, ethnic minorities and young people who are NEET) faced barriers in accessing education, lower educational attainment levels and a lower likelihood of employment. For such groups these inequalities continue to exist.

The public sector equality duty in Section 149 of the Equality Act 2010 requires public bodies, including the GLA, to take active steps to eliminate discrimination and positive actions to promote equality.

Advancing equality of opportunity includes:

- taking measures to remove or minimise disadvantage associated with a protected characteristic
- taking steps to meet the needs of individuals who share a protected characteristic (where these are different to others)
- encouraging people who share a protected characteristic to participate in public life or other activities where the participation by that group is disproportionately low.

Applicants will need to consider the needs and aspirations of all young people when developing and implementing their projects and effective collaborative use of RONI indicators when identifying young people to work with on specific interventions, as outlined in 'Target groups and eligibility' section of this document.

## **2.7 Working with London boroughs and sub-regional partnerships**

The GLA expects London boroughs to be actively involved with the London Careers Hub Programme. Successful applicants should contact relevant boroughs to establish and maintain appropriate engagement during the delivery of the project.

Applicants are expected to deliver in specific sub-regional areas and should provide a rationale for focusing delivery in their chosen GPA.

Applicants should be aware of the priorities set by each sub-regional partnership for the GPA in which they will be delivering. The boroughs within the four sub-regional partnership areas are illustrated in the image and table below.



Figure 2.1

Table 2.1 -

Area	London boroughs
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<p><b>West London Alliance</b></p>	<ul style="list-style-type: none"> <li>• Barnet</li> <li>• Brent</li> <li>• Ealing</li> <li>• Hammersmith and Fulham</li> <li>• Harrow</li> <li>• Hillingdon</li> <li>• Hounslow</li> </ul>
<p><b>South London Partnership</b></p>	<ul style="list-style-type: none"> <li>• Croydon</li> <li>• Kingston upon Thames</li> <li>• Merton</li> <li>• Richmond upon Thames</li> <li>• Sutton</li> </ul>
<p><b>Central London Forward</b></p>	<ul style="list-style-type: none"> <li>• Camden</li> <li>• City of London</li> <li>• Hackney</li> <li>• Haringey</li> <li>• Islington</li> <li>• Kensington and Chelsea</li> <li>• Lambeth</li> <li>• Lewisham</li> <li>• Southwark</li> <li>• Tower Hamlets</li> <li>• Wandsworth</li> <li>• Westminster</li> </ul>
<p><b>Local London (North and East)</b></p>	<ul style="list-style-type: none"> <li>• Barking and Dagenham</li> <li>• Bexley</li> <li>• Bromley</li> <li>• Enfield</li> <li>• Greenwich</li> <li>• Havering</li> <li>• Newham</li> <li>• Redbridge</li> <li>• Waltham Forest</li> </ul>

Applicants should consider how they will engage with:

- stakeholders such as the CEC, sub-regional partnerships, local authorities, Sculpt, organisations delivering careers activities and workplace experiences, educational institutions, organisations promoting technical pathways, employers and business volunteers

- programmes and initiatives such as London Youth Guarantee Trailblazers, GLA’s Support for Young Londoners NEET programmes, Talent Sector Boards. Applicants should also consider how their work will align with GLA’s strategic priorities: the London Growth Plan, Supporting and Inspiring Young Londoners Mandate and Inclusive Talent Strategy).

Recipients of London Careers Hubs grants will work together with stakeholders within the GPA to provide young people the opportunity to experience the most impactful careers education and experiences of work possible.

## 2.8 London skills landscape

Following a strong post-pandemic recovery, London’s labour market is currently experiencing a slowdown in recruitment, although forecasts suggest activity will pick up over the next few years. For learners, this means building skills that will improve their chances in a more competitive jobs market, especially given ongoing technological change and move to net zero [Reference:1](#). For skills providers and stakeholders, it highlights the importance of preparing people for sectors that are growing, while staying responsive to industries adapting to change or under pressure.

The London Careers Hubs programme:

- aligns to the Inclusive Talent Strategy, London Growth Plan and Supporting and Inspiring Young Londoners Mandate, by investing in provision that raises awareness about the future labour market in London
- helps education institutions to align their curriculum to inspire students to get into jobs that will meet future labour needs, and by creating talent pipelines offering the skills and talent supply that employers say they need.

Linking Education providers with employers in London’s key growth sectors will be prioritised to enable young Londoners to gain the most relevant insights into the future skills. This will support their progress through educational and occupational pathways and into employment outcomes.

The growth sectors are:

- financial, professional and business services and technology
- creative industries and technologies, including e-sports
- digital
- experience economy (culture, leisure, hospitality, retail and events)
- life sciences as part of frontier innovation
- construction, including green construction and built environment
- health and social care.

## 3. Additional information for applicants

This section provides applicants with additional information to help them draft an eligible and deliverable application. Read it alongside the application form, scoring framework, due diligence guidance document and

the project requirements. See the [Key documents and appendices section](#).

### **3.1 Who can apply for funding**

Organisations applying for Greater London Authority funding must be legally constituted bodies. Individuals cannot apply for themselves.

Potential applicant organisations include, but are not limited to:

- local authorities
- statutory and non-statutory public funded organisations or bodies
- higher and further education institutions
- voluntary or community organisations
- private-sector companies
- registered charities
- not-for-profit organisations.

### **3.2 Advice on proposals**

We cannot advise on the likely success, or otherwise, of proposals ahead of submission. We cannot review draft applications.

However, we are happy to answer questions on the call and the application process, and any technical questions. Please send these to [londoncareers@london.gov.uk](mailto:londoncareers@london.gov.uk). We will publish answers to FAQs, along with responses to clarification requests.

[See clarification questions](#).

#### **3.2.1 Making Multiple Applications**

An applicant may submit an application for one or more Sub-Regional Project, however, a maximum of two Sub-Regional Projects will be awarded to an Applicant.

If we cannot ultimately award a grant/s for one or more of these sub-regional projects (such as where no applications are received for one or more sub-regions or where applications do not score sufficiently to allow us to award a grant for one or more identified sub-regions) the GLA may, at our own discretion, award additional grants to the successful applicant of another GPA to ensure the programme can run across London.

If you wish to submit applications for more than one project, you are required to submit all application documentation requested for each application. If you do not submit any of these documents with an application for any individual grant award, the application may fail and may not be considered further.

Only one complete set of due diligence documentation is required for each applicant, regardless of the number of sub-regions applied for.

Where a partnership or consortium application is submitted, there must be a lead applicant. The lead applicant must submit the appropriate information required by the due diligence process.

### **3.2.2 Partnership working and subcontracting**

Providers will be required to establish strong links with local stakeholders based on an understanding of their needs and the added value that they can bring to the delivery of the project.

Project requirements contain information on project-specific partnership working which you should take into account when developing your application.

The GLA accepts partnership or consortium applications, particularly where specialist or grassroots organisations and a multi-agency approach are integral to delivery. We expect all partners in any consortium to have an active delivery role with education institutions and/or employers.

There may be other organisations that are not subcontractors, but are involved in supporting the delivery of the project. They are referred to as “delivery partners”. These delivery partners could be referral organisations, training providers, local authorities etc.. Their support enables the provider to deliver the project objectives and results more effectively. Delivery partners are not required to have a formal agreement with the provider, unless they are paid for their activity.

### **3.3 The Good Work Standard and responsible procurement**

The Mayor’s vision is a city where everyone has a well-paid stable job and people’s talents are fully realised. Along with the ambition for London to be a living wage city, the Mayor has created a London standard of good employment practices – called the [Good Work Standard \(GWS\)](#).

The GWS aims to be a beacon for fairness in supporting:

- socio-economic integration
- promoting fair pay
- excellent working conditions
- diversity and inclusion
- good work-life balance
- health and well-being
- opportunities for professional development and lifelong learning
- employee voice and representation in London’s workplaces.

The London Career Hubs programme has been designed to ensure that opportunity is provided to people from the most disadvantaged groups. In doing so, it aims to support the spread of opportunity, increased social integration and social mobility across London.

The programme supports the aims of the GWS. The GLA invites bidders to propose activities that will promote the GWS and encourage their delivery partners, including participating employers, to engage with the GWS principles and adopt the good employment practices within it.

### **3.4 Transparency**

The government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

Suppliers and those organisations looking to bid for public-sector agreements should be aware that if they are awarded an agreement, the resulting agreement can be published. In some circumstances, redactions will be made to some agreements before they are published to comply with existing law.

### **3.5 Good faith**

In submitting an application, you undertake:

- that you are providing your submission in good faith
- that you have not, and will not at any time, communicate to any person (other than the GLA, a bidder's advisers or third parties directly concerned with the preparation or submission of its response) the content or amount (or approximate amount) or terms (or approximate terms) of your response, or of any arrangement or agreements to be entered into in relation to your application.

In submitting an application, you undertake that the principles described in this section have been, or will be, brought to the attention of all subcontractors, and associated companies that are or will be providing services or materials connected with your response.

### **3.6 Freedom of information**

The GLA as a public authority is subject to the Freedom of Information Act 2000 (FOIA). In applying for this (or any) competitive process, bidders should be aware that information they provide may be disclosable, either under the GLA's Publication Scheme or if a request is made to the GLA.

The FOIA requires the GLA normally to release information requested by any person ('person' legally includes companies and other bodies). At the same time the FOIA recognises that a public authority, to carry out its functions, may decline certain requests where an appropriate exemption applies. In particular, two exemptions under sections 41 and 43 of FOIA, described below, may apply.

#### **3.6.1 Information provided in confidence**

Section 41 provides that information is exempt if it was obtained by the GLA from any other person, and the disclosure of the information to the public by the GLA would constitute a breach of confidence actionable ('actionable' meaning that it could be the subject of a legal claim) by that or any other person. For the GLA to rely on this exemption, the information must be given in confidence – that is, the information must not be in the public domain; must not have been treated as non-confidential in the past; and must have been provided in circumstances importing an obligation of confidence.

Bidders should be aware that, firstly, the GLA will not normally agree to treat information as confidential in the absence of specific legal advice that it is proper to do so; and, secondly, that marking a document as 'confidential' will not give it that status. The scope for application of the section 41 exemption in relation to an application for funding is limited.

### **3.6.2 Commercially sensitive information**

It is more likely that this exemption may apply to a grant application. Section 43 provides that information may be exempt if it constitutes a trade secret, or if the disclosure is likely to prejudice the commercial interests of any person (which includes the bidder).

Accordingly, for example, genuinely sensitive pricing information may attract this exemption. This exemption is subject to the public interest test – that is, in considering disclosure, the GLA must weigh up the public interest in withholding disclosure with the public interest in disclosing the information in question.

### **3.6.3 Requests for special treatment of information**

Should a bidder regard particular information as given in confidence, constituting a trade secret, or likely if disclosed to prejudice their commercial interests, they should indicate this clearly, with an explanation.

Note that it will not be sufficient to assert that the whole application is confidential or commercially sensitive. Indicating what information may be confidential or commercially sensitive may help us to determine whether any exemptions apply.

Note that it is the GLA who will determine whether a disclosure should be made and that this will be determined on a case-by-case basis by the GLA.

### **3.6.4 Effect of time**

Bidders should be aware that, over time, some information may lose its confidential nature or commercial sensitivity. If you consider this to be the case, please indicate when, in your view, such information may be released. This should be a reasonable time period in relation to the nature of the data.

### **3.6.5 Personal data**

One other FOIA provision that may be relevant in certain circumstances is section 40, which broadly speaking provides an exemption in relation to personal data (as defined in the Data Protection Act). However, this will not usually exempt, for example, information provided about individuals involved in the application.

### **3.7 Audit**

The GLA (or its representatives) may audit provision awarded through this competitive process regularly, and so providers should expect an audit visit in the lifetime of their grant.

Providers must comply with all audit requirements. This includes facilitating unrestricted access to documentation, records, information and assets that the GLA considers necessary for audit and assurance. Providers must ensure that evidence is available to support all London Careers Hubs Programme funding claimed when an audit takes place.

### **3.8 Additional quality controls**

GLA provider managers may conduct additional risk-based controls, in-person or online. Failure to comply with requests by the allocated timeline may result in penalties.

### **3.9 Match funding**

Match funding is not a requirement for London Careers Hubs, and applications will not score higher if they include match funding.

If applicants are including match funding, they should explain the added value this match funding will provide.

### **3.10 Start and end date**

Essential to the success of this programme will be providers' ability to onboard the staff team before the start date and, where applicable, to have a smooth transition with the incumbent organisation. Applicants should outline their processes to ensure posts are filled in time for the project start.

#### **Start date**

As stated in the application form and guidance, the GLA expects that all projects will start delivery from 1 September 2026, after applicants receive confirmation from the GLA that their application for funding has been approved.

If funding is available, the GLA may fund some activity for projects before 1 September 2026 to facilitate handover requirements.

## **End date**

This grant award for the London Careers Hub Programme ends on 31 August 2028 and all project activity must be completed by this date. The GLA may extend the grant award each year for up to a further four years.

The final claim will be due mid-September 2028.

The GLA reserves the right to vary this end date and/or extend projects if, for example, the government or GLA chooses to change the end date for the Careers Hubs programme.

## **3.11 Payments to projects**

Successful applicants will be paid by the GLA in arrears, on submission of a fully completed claim form, management information and a satisfactory performance and progress report.

Timeframes of payments are detailed within the project requirements. More information on the overall budget and the payment model are also in the project requirements.

If a payment is made by the GLA and it is identified at a later date (for example, during a monitoring visit or audit) that the correct supporting evidence to support the claim for payment is not available, the GLA may suspend future payments, require repayment of funding, and/or reduce future funding.

Applicants should ensure that they have understood the requirements they will need to meet to receive payment and submit their applications to the GLA with this knowledge.

## **3.12 Increases and decreases in funding**

If any additional CEC grant funding becomes available, the GLA may, at its sole discretion, award additional funding during the project delivery period to providers that can evidence good performance against their targets and meet the criteria for an increase in grant funding as set out in the delivery handbooks.

## **3.13 Marketing and branding requirements**

Providers will be required to adhere to the current GLA and CEC branding, marketing and publicity requirements. Providers will also be required to use a logo promoting the support of the Mayor of London. The logos and associated guidelines will be shared with successful applicants once the grant funding agreement has been signed.

## **3.14 Evaluation**

The Department for Education (DfE) and the CEC may undertake evaluations as part of this programme. The GLA will be required to support these evaluation by providing key data and lessons learned. In addition, the GLA is expected to undertake its own evaluation. There may also be a requirement to contribute to any additional evaluations of distinct pieces of work, which could include the Future Ready Fund and additional future funded projects, linked to the London Careers Hubs.

Careers Hubs will not be expected to carry out their own evaluations but will be required to contribute to the DfE, CEC and GLA evaluations. This requirement is in addition to regular monitoring and reporting on spend, activities, KPIs and outcomes.

## 4. How to apply

Applications open on 7 April 2026 for six weeks. The deadline to submit your completed application is **5pm on Tuesday 19 May 2026**.

Applications must be submitted to [londoncareers@london.gov.uk](mailto:londoncareers@london.gov.uk). Applications that are submitted to another email address will not be considered unless you have evidence that the GLA advised you to send your application to that email address.

It is the applicant's responsibility to submit their fully completed application form and supporting documents on time and to the correct email address.

Activity	Date or deadline
Launch	Tuesday 7 April 2026
<a href="#">Information event</a>	21 April 2026 at 2pm
Final deadline for applicants to submit clarification and technical questions	Wednesday 13 May 2026 at 12 noon
Application deadline	Tuesday 19 May 2026 at 5pm
GLA acknowledge receipt of applications	By Friday 29 May 2026
Outcome of grant award process notified to applicants	July 2026
Anticipated delivery start date	By 1 September 2026

### Late submissions

We will not consider applications submitted after the application deadline unless evidence of technical issues from GLA side when submitting (screenshots) is provided.

We will only review reported issues submitted via email to [londoncareers@london.gov.uk](mailto:londoncareers@london.gov.uk) **before 5pm on Tuesday 19 May 2026**. Issues reported after this time will be considered late submissions and therefore will not be assessed.

To avoid potential technical problems with email, make sure you submit ahead of the deadline. We advise you copy in (cc) yourself as evidence of a completed application to the correct GLA email address before the

application deadline.

## **Receipt of application**

We will acknowledge all applications received within 10 days of the application deadline (by **Friday 29 May 2026**).

If you do not receive an email confirming that we have received your application by this date, please contact [londoncareers@london.gov.uk](mailto:londoncareers@london.gov.uk) by **Tuesday 2 June 2026** to request that we investigate the issue. Please attach copies of evidence that your application was submitted on time and to the correct email address.

The GLA will not be able to consider any cases raised by applicants after this window, or where evidence of a correct submission cannot be provided by the applicant.

## **4.1 What to include in your application**

An eligible application must have a completed application form for each Hub and GPA being applied for. You must also submit the following supporting documents:

- Project organogram.

Private, voluntary-sector and charitable organisations must also submit the following supporting documents with their application form:

- financial accounts for the most recent three years
- proof of existence – certificate of incorporation, charities registration, VAT registration certificate or alternate form of incorporation documentation
- proof of trading – financial accounts/statements for the most recent two years of trading, including, as a minimum, profit and loss account and balance sheets.

Completed applications (including all supporting documents) should be submitted via email in word document format. Please do not submit the completed application form as a PDF document. All other supporting documents may be submitted in PDF format.

To avoid any potential delays with processing your application, the subject line and content of your email should state:

- “GLA London Careers Hub application”
- your organisation name
- the Grant Package Area (GPA) for which you are applying.

The maximum file size allowed in a single email is 10MB. If you need to submit your application via multiple emails, please ensure that your covering emails clearly indicate that the email submissions are linked (for example, email 1 of 3, 2 of 3 etc.).

Further information on how to apply is provided in the application form and guidance document.

## 4.2 How to submit questions

An applicant information event is scheduled in April 2026. Details will be published on the GLA's London Careers Hubs Competitive Grant Award Process website after this launch.

Applicants can submit requests for clarifications and any technical questions by sending an email to [londoncareers@london.gov.uk](mailto:londoncareers@london.gov.uk).

During the open application window, responses to email requests received by 12 noon on Friday each week will be published on the London Careers Hubs Clarification Questions section of the website on Wednesday of the next week.

The final deadline for submission of clarification requests or technical questions is Friday 8 May 2026 at 12 noon. Responses to these questions will be on Wednesday 13 May 2026. Questions received after Friday 8 May 2026 may not be answered.

Documents may be updated during the application window. Any updates or revisions to the call documents will also be published on the GLA's website.

You can find the latest versions of documents and any announcements, clarifications and responses to FAQs on the main [London Careers Hubs grant award webpage](#).

## 5. Application assessment and award of grant funding

### 5.1 The application assessment process

There are four stages to the application assessment process for this call:

- Stage 1: gateway assessment for all applications (first 'elimination' stage)
- Stage 2: scoring of key questions for all applications (second 'elimination' stage)
- Stage 3: Scoring of all remaining questions for all applications which have not been eliminated from the process at earlier stages
- Stage 4: Internal strategic moderation panel.

Further detail about each stage is provided below.

Following completion of these assessment stages (described in further detail below), all organisations which have been shortlisted for the potential receipt of funding awards, including those on any reserve list for the potential receipt of funding, will be subject to financial due diligence checks.

### 5.2 Stage 1: Gateway assessment

All applications will be subject to the gateway assessment, which will be conducted to ensure that the initial criteria for applying for funding have been met. This assessment also incorporates elements of the GLA’s due diligence checks on applicants.

The gateway criteria and the information in the Application Form that will be used to assess whether an applicant has met these criteria is set out in table 3 below.

Table 5.1

Assessment criteria	Related application form question
Has the application form, together with all mandatory annexes and supporting documents, been submitted by the application deadline?	The fully completed Application Form and supporting documents must be submitted by the application deadline. Failure to meet the deadline will result in the application being rejected.
Is the applicant eligible to receive funding?	Assessed using the information provided in Part A, section 2 (Lead applicant details) of the Application Form.
Is there a compelling reason to exclude the applicant from the award process, e.g., involvement in criminal activity, failure to pay taxes, bankruptcy or previous poor performance, the cause of which has not been sufficiently addressed?	Assessed using the information provided in response to the Gateway Assessment Questions (Standard Selection Questionnaire, Qs 1-4) in the Application Form.
Does the application deliver against one of the four GPAs, as set out in the Project Requirements and Prospectus?	Assessed based on the information provided in response to Part A Question 1.2

Applications that fail to meet one or more of the gateway criteria will be rejected at this stage and will not be scored.

### 5.3 Stage 2: Scoring of key questions

All applications that pass the gateway assessment will be scored against the criteria for the key questions.

There are six key questions for application (questions Part A 3.1, 3.2, 3.3, 3.6, and Part C 5.3 and 5.5). These are clearly indicated in the Application Form and Guidance for the relevant programme of activity.

All key questions will be scored by three evaluators. The scores of the three evaluators will be averaged to determine the final score for each evaluation criteria (in other words, each question). Quality assurance will be undertaken on the scores to identify and address any potential inconsistencies in the evaluation process, ensure a consistent approach has been taken by the scorers and ensure scores can be substantiated. In addition, for these key questions moderation will be undertaken on all scores which, when averaged, result in a score lower than 3. The moderation will act as a double-check that the score of 3 or less is justified.

### 5.4 Stage 3: Scoring of remaining questions

All applications that score the required minimum scores at Stage 2 of the assessment process will progress to Stage 3.

In this stage, the remaining questions on the application form will be scored by three evaluators in accordance with the information set out in the Application Form and Guidance for the relevant programme of activity and the scoring framework. As in Stage 2, the scores of the three evaluators will be averaged to determine the final score for each evaluation criteria. Quality assurance will be undertaken on the scores to identify and address any potential inconsistencies in the evaluation process, ensure a consistent approach has been taken by the scorers and ensure scores can be substantiated.

Weightings will be applied to all scores, as set out in the scoring framework, which is published on the GLA website as appendix 4 to this prospectus ('Key documents and appendices' section).

On completion of scoring, all applications will be ranked in order of their weighted score. The overall ranking will be reviewed at Stage 4 by a strategic moderation panel, prior to final recommendations for grant awards being determined.

## **5.5 Stage 4: Strategic moderation panel**

For all programmes of activity, the application which is awarded the highest score on completion of Stage 4 will normally be recommended for funding.

Where multiple applications delivering the same programme of activity and delivering in the same GPA score equal highest scores, the GLA will rank these applications based on their scores for the key questions, with the highest-scoring application being awarded funding. If there is no difference in the scores on the key questions, the GLA will seek advice from the strategic moderation panel, which may in turn choose to seek advice from the Supporting and Inspiring Young Londoners Board.

Applicants should note that if the GLA considers that it has received insufficient good quality applications for a particular geographical area, the GLA reserves the right to reduce the anticipated number of grant awards (by merging the geography without acceptable bids into another GPA), award additional grants to the successful applicant of another GPA, or not to make any grant awards for that programme of activity or area.

## **5.6 Decision to award funding**

The highest-ranked applicant(s) for each programme of activity will be recommended for an award of grant funding, subject to the recommendations of the strategic moderation panel, other approval, budget availability and successful financial due diligence.

The final decision on which applications should proceed rests with the GLA.

## **5.7 Due diligence**

The GLA will undertake financial due diligence checks on applicants whose applications the GLA proposes to recommend for funding or whose applications are to be included on any reserve list.

Applicants may be required to provide additional information at short notice to support this process.

Applicants will not be awarded a grant without successfully passing financial due diligence. Applicants may be asked to agree to additional conditions of funding in order to pass financial due diligence.

Guidance on the GLA financial health checks and requirements is published as appendix 5 to this prospectus (see section 'Key documents and appendices').

## **5.8 Grant awards**

All applicants will be notified of the outcome of the application assessment in writing. The GLA will provide high level written feedback to all applicants. For successful applicants, the outcome letter will include any revisions or updates required to their proposal, including any potential grant funding conditions.

If an award offer is turned down by an applicant, an offer would be made to the next highest scoring applicant, subject to recommendations by the strategic moderation panel, budget availability and the outcome of financial due diligence checks.

Successful applicants will be invited to sign a grant funding agreement with the GLA. It is a standard, non-negotiable template document and reflects GLA requirements for managing, monitoring and reporting project activity. Due to the short timescale available for delivery, the GLA will not enter into protracted grant negotiations with successful applicants. The draft Grant Funding Agreement template will be published on the GLA website as appendix 3 to this prospectus ('Key documents and appendices' section).

Once a funding agreement has been issued it should be signed and returned to the GLA within 30 days, unless otherwise agreed with the GLA. Applicants are therefore strongly advised to read these terms and conditions before responding to this grant funding opportunity to ensure they can enter into such an agreement.

To avoid slippage, applicants should be ready to start by 1 September 2026 at the latest.

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

Successful bidders will also be required to undergo a GLA-led grant initiation visit. This is likely to take place within a few weeks of the letter confirming the offer of a grant award. Further details will be provided to successful bidders with their offer letter.

## **5.9 Indicative timeline for assessing applications and grant awards**

We expect bidders to be notified of the outcome of the application assessment process by the start of July 2026.

It is envisaged that the process will follow as closely as possible the indicative timeline outlined in Table 4 below. However, these dates are provided for your guidance only, and are subject to change.

Table 5.2 -

<b>Activity</b>	<b>Estimated date or timeframe</b>
Application assessment period	May/June 2026
Notification of grant offers	Early July 2026
Grant funding agreements issued, onboarding	July 2026
Anticipated delivery start date	1 September 2026

We are aware of the restricted application and assessment timeframe for these projects and will seek to award grants earlier than indicated in Table 4 above if possible. However, it should be noted that the length of the application assessment process is highly dependent on the number of applications received; if we receive more applications than we currently envisage the assessment process may have to be extended, with notifications therefore being later.

Notification of grant awards may also be phased, with some Grant Package Areas receiving notification earlier than others.

## **5.10 Appeals**

The GLA's decision on each application is final. There is no appeals process. Applicants submit applications to the GLA with this knowledge.

## **5.11 Concerns or complaints**

If applicants wish to raise any concerns or complaints about the grant funding call or application process, please [follow the complaints procedure](#).

## **5.12 Disclaimer**

No information in this document is, or should be relied upon as, an undertaking or representation of the GLA's ultimate decision in relation to the education and training services requirement. The GLA reserves the right, without notice, to change the process detailed in this document or to amend the information provided. This includes, but is not limited to, changing the timetable, the scope and nature of the competition, and the competitive process.

You enter into this process at your own risk. The GLA shall not accept liability nor reimburse you for any costs or losses incurred by you in relation to your participation in this competitive process, whether or not the GLA has made changes to the competitive process and whether or not your application is successful.

The GLA reserves the right, at any point and without notice, to discontinue the competitive process without awarding a grant, whether such discontinuance is related to the content of applications or otherwise. In such circumstances, the GLA will not reimburse any expenses incurred by any person in the consideration of and/or response to this opportunity. You make all applications, proposals and submissions relating to this opportunity entirely at your own risk.

No part of this document, any online document or its appendices, or any other communication from or with the GLA constitutes a binding agreement, or a representation that any grant award shall be offered.

## 6. Key documents and appendices

This prospectus should be read alongside the following documents related to this call, which are available as appendices to this prospectus on the GLA's website.

The complete set of documents related to this call are listed below:

- [Project requirements](#)
- [Scoring framework](#)
- [Financial due diligence guidance](#)
- [Delivery handbook](#)
- [Evidence Handbook \(PDF, 344.97 KB\)](#)
- [Application form and guidance \(DOCX, 162KB\)](#).

You can also [read answers to questions](#) for more information.

### Download application form and guidance

For a more in-depth guide to the questions we'll ask, download our application form template and guidance.  
84.98 KB

[Download DOCX](#)

## 7. Request other formats and languages

Contact us for a easy-read, large print, Braille, disc, or audio-tape version of this document:

- **Address:** Greater London Authority, City Hall, Kamal Chunchie Way, London, E16 1ZE
- **Telephone:** 020 7983 4000
- **Email:** Submit a request using our [contact us form](#)

You will need to give your name, postal address and state the format and title of the publication you require.

For a document summary in your language, call or contact us at the address above.

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## References

- [Reference:1](#)Stanford Digital Economy Lab, Canaries in the coal mine, facts about the recent employment effect of Artificial intelligence, Working paper, August 2025.