

# City Hall Developer Investment Fund

## Bidding guidance

## Key information

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## Overview

This guide explains how to bid for funding through the City Hall Developer Investment Fund (CHDIF).

It should be read along with the CHDIF [funding guidance](#).

If you have any questions about how to submit your expression of interest (EOI) that is not covered by this guide, contact your designated GLA Area Manager or Investment Manager. If you have not worked with the GLA before, email the Investment team ([investmentopportunities@london.gov.uk](mailto:investmentopportunities@london.gov.uk)) to discuss any questions.

## Registering on OPS

If you have not previously used OPS, you will need to register and create a new organisation profile to submit an EOI for CHDIF funding.

If your organisation has already registered, but you need to register a new user, go to the 'registering a new user' section below.

### Registering a new organisation

Visit the [OPS login page](#) and submit a request to register.

If your organisation is not already registered on OPS, you must select the programme you would like to register for.

You can do this by selecting **City Hall Development Investment Fund**, under the 'GLA Housing and Land Directorate' option.

You will be asked to provide information about your organisation and OPS user(s).

Once you register for one programme, you will be able to bid into other programmes as well.

## **Organisation administrators ('org admin')**

The user whose details are registered with the organisation's OPS account will become the organisation's initial organisation administrator ('org admin') once the request is approved.

Org admins are responsible for:

- keeping the organisation's details up to date
- approving new users for the organisation
- deactivating the accounts of users that have left the organisation
- assigning each user in the organisation a role (including assigning additional org admins).

The GLA recommends a minimum of two org admins per organisation. Org admins can assign other users the org admin role using the 'users' tab at the top of the main page.

## **Registering a new user**

If your organisation is already registered on OPS but you do not yet have an OPS user account, you will need to request access via the OPS homepage. Your organisation's administrator ('org admin') will need to provide you with a registration key.

Once you have submitted your information this will be sent to your org admin for approval.?

Note: Org admins can find the registration key in the 'manage organisations' section of the menu bar. Org admins can update the registration key at any time using the edit button. If you are not sure if your organisation is registered on OPS, or who your org admin is, contact your designated GLA Area Manager or Investment Manager lead or email the Investment team? [investmentopportunities@london.gov.uk](mailto:investmentopportunities@london.gov.uk)?

## **Submitting a bid in OPS**

Once your organisation is registered on OPS, you can submit a bid for CHDIF funding.

Before submitting a bid, make sure you have read the [CHDIF funding guidance](#).

## **Preparing to bid**

### **Create your bid**

Once you are ready to submit your EOI, you will need to create a new project, and populate the OPS template.

You must complete each block. OPS shows where questions are optional and provides explanatory text to support you to complete some of the questions.

More detailed information on how to create a new project (EOI) will be published shortly.

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