

Skills for Londoners Capital Fund Round 3

Frequently Asked Questions

Eligible and ineligible costs

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This document will be updated where appropriate to incorporate any new queries submitted to skillscapital@london.gov.uk

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1. Applicant eligibility

Section 1.01 Who can apply to the fund?

To apply for this funding, applicants will be required to demonstrate that they are:

- On the UK Register of Learning Providers
- Requesting funding for a learning delivery site physically located within the Greater London (head office may be located elsewhere)

AND satisfy one or more of:

- They have an existing agreement with the GLA to deliver AEB, Free Courses for Jobs, ESF or Skills Bootcamps provision
- They are past recipient(s) of the GLA Development Support Fund (DSF) who are not already contracted to deliver their DSF project proposal;
- They are delivering skills and employment interventions to individuals in custody who are approaching their release date and endorsed by His Majesty's Prison and Probation Service (HMPPS).

If you are unsure whether your organisation is eligible, please contact skillscapital@london.gov.uk before submitting an application.

Section 1.02 Do we need to have headquarters in London to apply?

We will consider funding providers who are delivering skills provision at a location in London (regardless of where your head office is) with the following requirements:

- The location of the project site must be in Greater London.
 - Any projected outputs specified within the bid must relate to learners who reside within Greater London. This must be demonstrated clearly both within the application, and then through project monitoring following practical completion.
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2. Application process

Section 2.01 How do I apply?

The application process is online using [GLA OPS](#). Instructions on how to register on GLA OPS can be found within the Application Guidance document, which is also available on the SfLCF R3 webpage.

Section 2.02 Can we request a pre-meeting to discuss our project before we submit an application?

The Skills Capital Team who manage this process are not able to hold individual meetings or phone calls with potential applicants to avoid giving unfair advantage to any applicant. You can direct any queries to, skillscapital@london.gov.uk and anonymised answers will be added to this document where appropriate.

Section 2.03 Is there a Stage 2 to this application?

This is a one-stage application process. Clarification questions may be raised as part of the process which applicants will be required to respond to promptly. For timelines relating to the Fund, see the [Application Guidance](#)

Section 2.04 What is the deadline for applications?

For your application to be considered you will need to have submitted it on GLA OPS by **5pm on Friday 3rd November 2023**.

Section 2.05 Will applications be accepted after the closing deadline?

Applications will not be accepted after the deadline. We cannot give extensions.

Section 2.06 How do you determine which bids are successful?

The process includes appraisal and moderation by external scoring contractors and GLA officers followed by sign off through internal processes as detailed in Section 9 of the Prospectus.

3. What will we consider funding?

Section 3.01 We wish to deliver a capital project but require revenue funding – can we apply for this?

This is a capital only fund. Revenue is not available in this fund. The [eligible/ineligible funding section](#) at the end of this document clarifies what costs we will accept as capital. Applicants may also spend their own revenue funding on the project, though this will not count towards the match funding ratio.

For other skills funding opportunities run by the GLA please check [this link](#).

Section 3.02 What is the eligible duration of project delivery?

Funded project activities will be deemed eligible from the date of project approval, currently scheduled for February 2024. The majority of projects will be required to be delivered during 2024 with all funding to be claimed from the GLA by 31 January 2025 with all funded activities evidenced as complete through either proof of cost incurred or certified expenditure. By exception, some proposals may be approved where delivery extends into 2025 with appropriate interim checkpoints, with all funding to be claimed from the GLA by 30 January 2026

Section 3.03 What level of contingency funding is acceptable to the GLA?

Applicants should be able to confirm a clearly defined budget including a minimum construction contingency of 10%. Inflation must be factored into the contingency at 3-4% in line with BCIS Tender Price Index. Advice should be sought from a cost consultant or quantity surveyor where appropriate.

The level of risk associated with the project may mean a higher figure is appropriate in some cases.

Section 3.04 Are we precluded from seeking funding from other GLA sources?

No but you will be required to provide details of any other related GLA funding you have secured in your application for the R3, and what this is for – it must be clear that our funding will not be duplicative. In particular, if you have already been awarded funding through previous rounds of GLA Skills Capital Funding you will need to demonstrate within your application to us that the activities you gained the funding for are completely distinct and separate from the activities you are seeking funding for within this Round 3 bid.

Section 3.05 Is the fund exclusive or inclusive of VAT?

The provision of the GLA funding amounts to a conditional gift and is therefore not subject to VAT. If, at any time, the Recipient is required by the UK government to be subject to VAT, then the Recipient agrees and acknowledges that the GLA Funding shall have included any and all applicable VAT.

Section 3.06 Is a software purchase classed as a capital cost?

Software can only be capitalised if it pays for **whole life access**. If paid on an ongoing basis (e.g. annual payment and software is not provided if payment stops) then it would be a revenue item so would not be eligible for this funding. See also clause 18.8 of the GLA Grant Agreement which gives our legal definition for a “*Capital Asset*” (a draft version of which is available to view under the ‘Key Resources’ tab of the [website](#)).

Section 3.07 Are leases of equipment eligible for funding?

Any leasing of equipment as part of your application must be IFRS 16 compliant and meet clause 18.8 of the GLA Grant Agreement (a draft version of which is available to view under the ‘Key Resources’ tab of the [website](#)).

Section 3.08 The overall project will cost more than £50,000, but some of the components will be less. Does each part of the project have to exceed £50,000, or just the overall project?

Applicants can bid for grants ranging from £50,000 up to £1,200,000 to support capital projects. In exceptional circumstances we may consider going above this threshold, subject to a sound business case.

Individual components of the project should cost a minimum of £150 per item or per group of items on a single invoice to be considered capital assets eligible for funding.

Section 3.09 Can I apply for a project that is already underway or does the project have to be completely new?

An application could be for a project that is already in delivery, or part of a larger project, but we would need to be able to identify a distinct element that we can apply our funding to. You will need to refer to the wider project in the application and make a clear distinction between it and the aspect you are proposing to us. You will also need to note our funding timeframes. You should also note that if you are successful for grant funding, you will only be able to claim costs incurred from the date of project approval, currently scheduled for February 2024 – **costs incurred before this point would be deemed ineligible.**

Section 3.10 Are there specific types of project vision you want this funding to support?

You should refer to the priority sectors in section five of the Prospectus.

Section 3.11 If the College ‘s finance position is rated Good to Outstanding and DO NOT have any loans, is this seen unfavourably during scoring?

You are welcome to apply. All applicants are required to evidence need for grant funding in the application (at Block 12).

Section 3.12 Is there a limit to the number of applications we can submit as an organisation?

There will be a maximum of 2 applications to support applicants that have multiple campuses or working across multiple sectors. However, in addition to standard scoring criteria the following will also be applied for multiple applications:

- number of campuses and learners the provider is responsible for;
- overall level of funding requested;
- sector demand for the overall Fund

In Block 2 – ‘Applicant Details’ of the application form in GLA OPS – please ensure you select ‘Yes’ when asked whether your organisation is submitting more than one bid to the SfLCF R3.

Please ensure you then cite which bid is your first preference.

Section 3.13 If we don’t have 50% match funding will we still be considered?

Projects are required to provide a minimum of 50% match funding. A lower proportion of match funding may be considered and will be subject to financial due diligence of the applicant.

Section 3.14 Is leasing of property eligible within this fund? If so are there any legal parameters to be considered under a lease?

Acquisition of property via a lease is eligible within the fund, so long as the lease is a finance lease, and can be capitalised in the company accounts and is for a period of at least 10 years to enable the forecasted outputs and outcomes to be realised.

4. Additional documents required

Section 4.01 *Is it necessary to provide the statement on Subsidy Control Act (2022) compliance or would it be sufficient to identify the fact that legal advice is being sort and from whom?*

We require confirmation of Subsidy Control Act (2022) compliance as described in the Prospectus prior to funding being awarded. It is sufficient to identify that legal advice will be sought, and alongside this to explain according to your understanding how you expect the project to be compliant.

5. Technical issues

Section 5.01 I am having technical issues on GLA OPS portal?

Please use the web browser, Google Chrome to open and complete the application on GLA OPS as other browsers have had some issues. Contact skillscapital@london.gov.uk if you are still experiencing technical issues.

6. Eligible and ineligible expenditure

All costs must be capitalised in applicants' year end accounts and certified as such on all claim forms submitted to the GLA.

Eligible costs	Ineligible costs
<p>Purchase and installation of industry-standard training rigs and working equipment, for example:</p> <ul style="list-style-type: none"> • Cost of purchasing a heat pump training rig and cost of specialist installation • Cost of purchasing an electric vehicle training rig and specialist delivery to site 	<p>Equipment and works that do not result in improved or new provision in the priority sectors identified in the prospectus (green, digital, creative, health, hospitality, social care)</p>
<p>Adaptations to premises to accommodate equipment and associated learning provision for example:</p> <ul style="list-style-type: none"> • Reinforcing the floor or raising the ceiling to accommodate tall, heavy training rigs • Upgrading ventilation, power supply or network connectivity • Exterior works including to the ground, walls or roof to accommodate solar panels or similar • Constructing and equipping a computer lab to enable computer-based elements of a green skills course to be taught using industry-standard IT equipment and software (computers may be desktop or laptop, but should be for classroom use rather than allocated to individual learners to take home for their own use) 	<p>Internal staffing costs, unless evidenced that that this is a mandatory charge e.g. for use of an internal project management team where the applicant is a Local Authority</p>
<p>Adaptations to premises to enable equitable and safe access to the newly equipped space, for example:</p> <ul style="list-style-type: none"> • Installation of a lift to enable level access to a learning space located on an upper floor • Installation of a hearing loop • Upgrading an entry to include automatic doors • Renovation of stairs to improve accessibility, for example by making steps treads and riser heights compliant with current best practice, or by adding a ramp • Exterior lighting to improve visibility of the access to the learning space 	<p>Business as usual costs, e.g. utility bills, cleaning costs (except where directly related to construction), consumables (single use batteries, paper, textbooks), planned equipment upgrades/replacements/maintenance</p>

<ul style="list-style-type: none"> • Sensory modifications such as soundproofing to make the learning space more accessible to neurodiverse learners 	
Software Licenses (must be whole-life access rather than a time-limited subscription) - subscriptions can be funded if they are within a one-off device cost (e.g. a £550 laptop that includes 12 months access to x software in the price)	Subscriptions (i.e. monthly/annual payments for temporary access to software) if charged as a separate cost
Set up/construction costs that provide for a capital outcome (e.g. labour cost to set up computers, or to construct flat pack furniture)	Set up costs that provide for a revenue outcome (e.g. digitally building/customising virtual desktops which will then be paid for through a revenue subscription), internal staffing costs e.g. 5 days of staff time to complete a task.

Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

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