

MAYOR OF LONDON

Skills for Londoners Capital Fund Round 3

GLA-OPS

Technical Guidance

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1. Registering On GLA-OPS

To use GLA-OPS you must register your organisation and its users against at least one GLA department or MOPAC. If you have already registered, you can login at <https://ops.london.gov.uk>.

Section 1.01 Register Organisation

If your organisation is not yet registered on GLA-OPS, you will need to register following these three steps (if it is, jump to [2](#)):

- First, navigate to <https://ops.london.gov.uk/> in your web browsers. We recommend you use Internet Explorer or Google Chrome which are both supported.
- Second, click on 'New to GLA-OPS? Register here' then 'Register an Organisation'.

MAYOR OF LONDON

OPEN PROJECT SYSTEM

Welcome to GLA-OPS

Login

Email address

Password

LOGIN

[Forgotten your password?](#)

[New to GLA-OPS? Register here.](#)

New to GLA-OPS?

Enter OPS Org Code to request access to an organisation

Obtain the code from your organisation admin. They will also approve your request once submitted.

[REQUEST ACCESS](#)

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

OR

Register a new organisation and admin account.

[REGISTER AN ORGANISATION](#)

- Third, choose ‘Skills for Londoners Capital Fund Round 3’ programme under the ‘GLA Skills & Employment Unit’ to start the registration.
- Fourth, complete the webform and click ‘Request New Profile’.

If your organisation will be delivering projects for multiple departments, you can create additional profiles once your initial request has been approved (see [Creating multiple organisational profiles](#)).

Your request will then be reviewed by the GLA Skills & Employment Unit you have registered against and either approved or rejected.

Note, the user registering your organisation will become the ‘Org Admin’ for your organisation once the request is approved.

This means they will be responsible for:

- Keeping your organisation’s details up to date
- Approving new users from your organisation
- Assigning each user in your organisation a role (including assigning additional admins)

The person submitting the new organisation request must therefore have authority within your organisation to carry out the above tasks.

Section 1.02 Register User

If your organisation is already registered on GLA-OPS, you can gain access by contacting your ‘Org Admin’. They will provide you with your organisation’s registration key which you will need when registering. They will also approve your request and assign you a role.

The registration key can be found by clicking 'Organisations' from the menu bar, then 'Manage Organisations', and then on the name of your Organisation. Organisation admins can update the registration key at any time by clicking 'edit'.

Details

Organisation details		Regulatory information	
Organisation name	Test Organisation	Registered with the housing regulator	No
GLA OPS ID	9001	Viability score	Not provided
Registration key	7ae1476c	Governance score	Not provided
Head of organisation	John Doe		
Email for head of organisation	alice@qa1.com		
Website	Not provided		
Address	123 Redcar Road London SE1 2AA		

[EDIT](#)

If you do not know if your organisation is registered or who your Org Admin is contact skillscapital@london.gov.uk who will be able to look this up for you or email ops@london.gov.uk with your organisation name and legacy system code if you have one.

The user registration process in GLA-OPS has been streamlined based on user feedback to provide an improved user experience and to ensure providers are in complete control over who has access to their organisation.

To register you will need to follow three simple steps:

- First, navigate to <https://ops.london.gov.uk/> in your web browsers.
- Second, click on 'New to GLA-OPS? Register here' then select 'Request Access'

MAYOR OF LONDON

OPEN PROJECT SYSTEM

Welcome to GLA-OPS

Login

Email address

Password

LOGIN

[Forgotten your password?](#)

[New to GLA-OPS? Register here.](#)

New to GLA-OPS?

Enter OPS Org Code to request access to an organisation

Obtain the code from your organisation admin. They will also approve your request once submitted.

[REQUEST ACCESS](#)

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

OR

Register a new organisation and admin account

[REGISTER AN ORGANISATION](#)

- Third, complete the webform and click 'Register'

An email will automatically be sent to users within your organisation who have been assigned the 'Org Admin' role. They will approve your request and assign you a role.

Section 1.03 *Reset your Password*

If you have forgotten your password, on the login page click on:

[Forgotten your password?](#)

You will then be directed to the reset password screen. Enter your email address and click on:

RESET PASSWORD

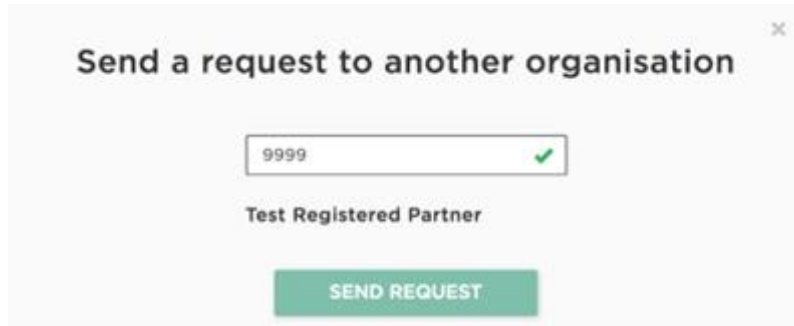
You will receive an email with a link to reset your password. Follow the details on this screen to reset your password and then return to the login screen.

Section 1.04 *Request access to multiple organisations*

If you are already registered on GLA-OPS against one organisation but need access to another (for example, you are a consultant working for multiple organisations / or your organisation is bidding for funding across departments), you can also request access by logging into the system and clicking 'Organisations' from the menu bar, then 'Manage Organisation' then by clicking the 'Request Access' button.

The screenshot displays the 'OPEN PROJECT SYSTEM' interface. At the top, there is a navigation menu with options: HOME, ORGANISATIONS (selected), PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, NOTIFICATIONS, and ADMIN. Below the menu, the main heading is 'Organisations'. There are two buttons: 'REQUEST ACCESS +' (circled in red) and 'REGISTER NEW +'. Below these buttons is a search and filter section with a search input field (placeholder: 'Enter organisation ID or name'), and three dropdown menus for 'Organisation Type' (None selected), 'Org. status' (Filter applied), and 'User reg. status' (None selected). At the bottom of the search section, it says 'Showing 1 - 50 of 413' with pagination links: Previous, 1 (active), 2, 3, ..., 9, Next. Below the search section is a table header with columns: ID NO., ORG. NAME ▲, ORG. TYPE, MANAGED BY, PRIMARY CONTACT, SAP ID, ORG. STATUS, and USER REG. STATUS.

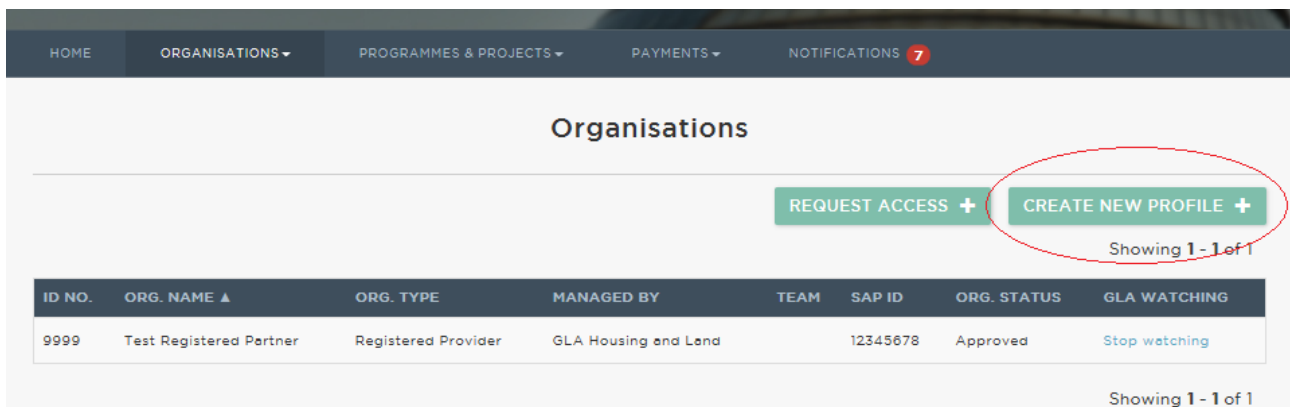
You will need to enter the registration key for the organisation profile you are requesting access. The Org Admin for the organisation will be able to provide you with this code.



Section 1.05 **Creating multiple organisation profiles**

Your organisation will have been registered against a specific department, for example, GLA Housing & Land or GLA Culture or GLA Regeneration. If you would like to bid for funding in a different department, you will need to create a new organisation profile if you do not already have one.

You can create a new profile by clicking 'Organisations' from the menu bar, then 'Manage Organisation', then clicking 'Create New Profile'.



ID NO.	ORG. NAME ▲	ORG. TYPE	MANAGED BY	TEAM	SAP ID	ORG. STATUS	GLA WATCHING
9999	Test Registered Partner	Registered Provider	GLA Housing and Land		12345678	Approved	Stop watching

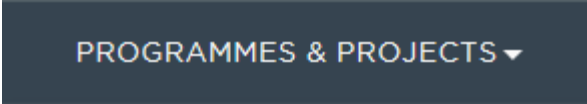
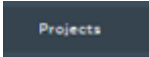

You will then be asked to complete a webform and to select the relevant department. Once complete, click 'Register New'. Your request will then be sent to the relevant department for approval.

Note, the user making the request will become the profile's 'Org Admin' once the request is approved. This means they will be responsible for helping other users register against the profile and assigning them a role.

Once the registration request has been approved, the Org Admin for that profile should share the registration key with users who require access. These users should then follow the steps outlined in [step 4](#).

2. Creating a project

This section provides guidance on how to create; complete project returns; and submit projects for the Skills for Londoners Capital Fund Round 3

- To create a project, go to: 
- and click on 
- then click on 

The 'Enter project details' screen will then be displayed:

Enter project details

Select a programme for the project

Skills for Londoners Capital Fund Round 3 ▼

Which organisation are you creating the project for?

SfL Capital Fund R3 Organisation ▼

Project title

Example Project

Select the type of project you want to create

Skills for Londoners - Capital Fund Round 3 ▼

SAVE

Cancel

- From the programme dropdown, select Skills for Londoners Capital Fund Round 3 (SfL Round 3)
- Select your organisation from the dropdown.

- Enter the name of your project ensuring it is unique to the activity you are delivering (i.e. do not simply call it 'SfL Round 3' or 'ABC college project')
- Select the type of project you want to create – Skills for Londoners Capital Fund Round 3

SAVE

- Once the fields have been completed, select
- This will generate a unique Project ID and will take you to the project overview page.
- This section will include Project title, Bidding Arrangement, Programme selected (Skills for Londoners Capital Fund Round 3) and Project type (Skills for Londoners Capital Fund Round 3). You will see these fields then all pre-populate the Project Details section of your application (Block 3) – see next section for further information.

3. Application Blocks

The application process then follows with each area of information required set within a block. Complete the blocks referring to this guidance and the Skills for Londoners Capital Fund Round 3 prospectus document for more programme details.

The screenshot displays the application interface for 'SfL Capital Fund R3 Organisation'. At the top left is a '< BACK' button, and at the top right is a 'PROJECT MENU' button. The page title is 'SfL Capital Fund R3 Organisation'. Below the title, the status is 'Draft' and the Project ID is 'P27191'. A note states 'Project is with: Partner' with an information icon. A message reads 'Please complete each section and then submit.' The main area contains 14 numbered blocks, each with a title and 'INCOMPLETE' status with an information icon:

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

At the bottom of the interface is a 'Project History' dropdown menu.

There are fourteen blocks to complete. You must complete **Block 1: Funding Eligibility** in order to proceed with your application. All other blocks can be completed in any order. Click on each block to access it and complete all sections before submitting your funding bid.



On every block you will need to click  at the top right of the screen in order to input or amend information.

Optional questions are flagged and all the others are mandatory. You may save a project at any time and return to it later.



Click  to save the information you have entered then click



 to return to the main application block screen above.

If a mandatory field has not been completed, the system will allow you to continue but you will not be able to submit a project until all the blocks show as:

SECTION COMPLETE ✓

Section 3.01 Block 1: Funding Eligibility

To apply for the fund, you need to be an organisation requesting funding for a learning delivery site physically located within Greater London, registered on the [UK Register of Learning Providers](#). Your organisation must also satisfy at least one or more of the following criteria:

- A. They have an existing agreement with the GLA to deliver AEB, Free Courses for Jobs, ESF or Skills Bootcamps provision
- B. They are past recipient(s) of the GLA Development Support Fund (DSF) who are not already contracted to deliver their DSF project proposal;
- C. 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 your organisation satisfies one or more of Criteria A, B or C: state which as per the screen below. We will run a check against each to confirm this on receipt of your application.

Funding Eligibility

Capital R3 Org

DONE

If you do not satisfy the basic eligibility questions below then you are not eligible for funding and should not submit this application

Project ID: **P27277**

Funding Eligibility

Confirm UKPRN number

Remaining: 255

Confirm which of the following criteria are applicable to your organisation:

Have an existing agreement with the GLA to deliver AEB, Free Courses for Jobs, ESF or Skills Bootcamps provision

Yes No

Past recipient(s) of the GLA DSF (Development Support Fund) who are not already contracted to deliver their DSF project proposal

Yes No

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).

Yes No

Confirm which of the following criteria are applicable to the lead provider:

Are you applying in partnership with a lead provider?

Yes No

If none of Criteria A, B or C apply to your organisation: you can still apply providing you do so with the support of a 'lead provider/organisation' – i.e., an organisation who does satisfy at least one of Criteria A, B, or C. See below for this scenario:

Funding Eligibility

Capital R3 Org

If you do not satisfy the basic eligibility questions below then you are not eligible for funding and should not submit this application

Project ID: **P27277**

Funding Eligibility

Confirm UKPRN number

Remaining: 255

Confirm which of the following criteria are applicable to your organisation:

Have an existing agreement with the GLA to deliver AEB, Free Courses for Jobs, ESF or Skills Bootcamps provision

Yes No

Past recipient(s) of the GLA DSF (Development Support Fund) who are not already contracted to deliver their DSF project proposal

Yes No

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).

Yes No

Confirm which of the following criteria are applicable to the lead provider:

Are you applying in partnership with a lead provider?

Yes No

Have an existing agreement with the GLA to deliver AEB, Free Courses for Jobs, ESF or Skills Bootcamps provision

Yes No

Past recipient(s) of the GLA DSF (Development Support Fund) who are not already contracted to deliver their DSF project proposal



Yes No

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).

Yes No

Through this partnership model, should an application be successful, we would enter in to grant agreement with the lead organisation (and as such they would hold the liability for completion of the project's objectives and outputs).

Through this model the organisation the lead provider is partnered with could then be funded directly by the GLA to deliver the project.

Once completed, click  then click  to return to the main application block screen.

Section 3.02 *Block 2: Applicant Details*

(a) Main Applicant Details

We will need the lead provider/organisation’s name, its status, and the company registration number, and if the organisation is VAT registered. Be aware that we may carry out a credit check as part of our financial due diligence.

If in **Block 1 Funding Eligibility** you stated you are applying in partnership with a lead provider, ensure the ‘Main Applicant Details’ below relate to that organisation and not your own.

Applicant Details

DONE

SfL Capital Fund R3 Organisation

If in Block 1 (Funding Eligibility) you stated you are applying in partnership with a lead provider, please ensure the ‘Main Applicant Details’ below relate to that organisation and not your own

Project ID: **P27191**

Main applicant name

Does the lead organisation have a VAT registration number?

Yes No

What is the lead organisation's VAT registration number?

Type of organisation

Other ▼

If other type of organisation, please specify

Remaining: 500

(b) Partnerships and mergers

Answer if multiple organisations are involved in the delivery of the project and state you partner’s name if you are delivering in partnership with another organisation.

You can submit one or multiple projects under the Skills for Londoners Capital Fund Round 2. If you are submitting more than one project under this round, you will state the name of the project with the highest priority in the next section.

Select an answer whether you are undergoing or considering merging with another organisation.

Where applicable, state the name of the merging partner and then update the status of any merger or mergers with other partners in the sector at the point of the application, including a target date and any relevant details. If the potential partner is currently undertaking any capital works, a summary and explanation of interdependencies and potential impacts should be included.

Upload a letter of assurance from their prospective partners indicating how the project fits with the merged colleges' joined curriculum strategy and confirming that the continuing college will be committed and financially able to deliver the project within scope.

You may upload any organisational delivery structure charts, or any other supporting documents related to your partner's role in the project delivery within **Block 13 - Supporting Documents** if needed.

Partnerships and Mergers

Are multiple parties involved in delivering this project?

Yes No

State the name of your Partner

Remaining: 500

Is your organisation submitting more than one project to this programme?

Yes No

State the name of the project with highest priority

Remaining: 500

Is your organisation undergoing or considering merging with another organisation?

Yes No

State the name of the organisation considered for merging

Remaining: 500

Provide details on the stage of merger discussions, timescales, the type of merger and which college organisation will remain open

Remaining: 5,000

Include a letter of assurance from all prospective partners indicating how the project fits with the colleges' joined curriculum strategy and confirming that the newly merged entity will be committed and financially able to deliver the project within scope.

Attachments

Combined file size limit: 10MB Remaining: 10.0MB

ADD DOCUMENT +

No files added.

DONE 

< PROJECT OVERVIEW

Once completed, click **DONE** then click **< PROJECT OVERVIEW** to return to the main application block screen.

Section 3.03 *Block 3: Project Details*

(a) Project details and address

Project title, Bidding Arrangement, Organisation name, Programme (Skills for Londoners Capital Fund Round 3) and Project type (Skills for Londoners Capital Fund Round 3) will be auto populated from your organisation's details and the project information chosen when you first created the project on OPS. The project title can be edited in this block, while your organisation's details can be edited by going to the organisations tab at the top of the page, selecting 'manage organisations' then selecting and editing as required. Continue by entering a brief description about the project by providing an overview of project objectives and deliverables.

Enter the address details for the project, including borough and post code.

Please DO NOT select the box before the mention "This address is sensitive/confidential". This is a GLA OPS standard functionality that is not applicable to the Skills for Londoners Capital Fund Round 3.

Project Details

SfL Capital Fund R3 Organisation

Project ID: **P27191**

Project title

Bidding Arrangement
SfL Capital Fund R3 Organisation

Organisation name
SfL Capital Fund R3 Organisation

Programme selected
Skills for Londoners Capital Fund Round 3

Project type selected
Skills for Londoners - Capital Fund Round 3

Enter a brief project description

Provide an overview of project objectives and deliverables, max 1,000 characters

This address is sensitive/confidential

Enter the address of the project

First Line

Borough

Select a borough ▼

Postcode

Postcode

(b) Contact Details and Site Information

Confirm main/key contact details – your name and email address will be auto populated from your GLA OPS profile. You can change the details if necessary. If you are the main contact for the project but are bidding with the support of a lead provider (details for whom should have been inserted above), this is the section to input your details.

We also want a secondary contact name and details in case we are unable to contact your primary contact during the bidding process. Therefore, insert here the details of the secondary person who the GLA will contact in relation to the project, and their email address.

Enter the name of the site owner and the type of ownership, then select the site status. If you have a reference for your planning permission application or received planning consent number, you must provide it here. If your project does not require planning approval or you do not yet have a reference number, you may leave this box blank.

Confirm the main contact

Confirm email address of the main contact

Ensure you have this person's consent to give their contact details.

Confirm the secondary contact

Confirm email address of the secondary contact



Ensure you have this person's consent to give their contact details.

Enter name of site owner

Enter type of ownership or legal interest

Site Status

Planning Permission Reference (optional)

Once completed, click  then click  to return to the main application block screen.

Section 3.04 Block 4: Project Information

Select from the drop down list the project stage/status at the time of submitting the application. Then mark the box for the type of project you are submitting – you can select one or maximum three options, as applicable for your project.

We need you to confirm details of site ownership where you are not the owner of the site. Explain what necessary permission are required to deliver the project on the site and give details if any of these activities have been carried out to get approvals (such as planning permission or other approvals).

Explain what the current Gross Internal Area is of facilities at the project site, and the final total GIA (Gross Internal Area) upon the project completion.

Details of the basis of the cost estimate should then be provided, for example confirmation that the costs have already been incurred and are therefore fixed, or that quotations from suppliers have been obtained. Further evidence documents/supplier quotations can be uploaded in **Block 13: Supporting documents** if available.

We would like to know if this project is funded by another government capital source, therefore, if your answer is 'yes' you will need to state the name of the fund.

Current total Gross Internal Area (GIA) of facilities at the project site(s) (including any area/planned works at the project site(s) that are not part of this project proposal) (SqM)

Remaining: 500

Final total GIA of facilities at the project site(s) upon project completion (SqM)

Remaining: 500

Cost estimate document upload (optional)

Attachments

Max number of files: 1 Max file size per upload: 5MB

[ADD DOCUMENT +](#)

No files added.

Is this project funded under any other government capital funding stream? (e.g. Local Skills Improvement Fund)

Yes No

Please state the name of the fund you've applied for/are receiving funding from and the stage of your application

Remaining: 2,500

[DONE](#) 

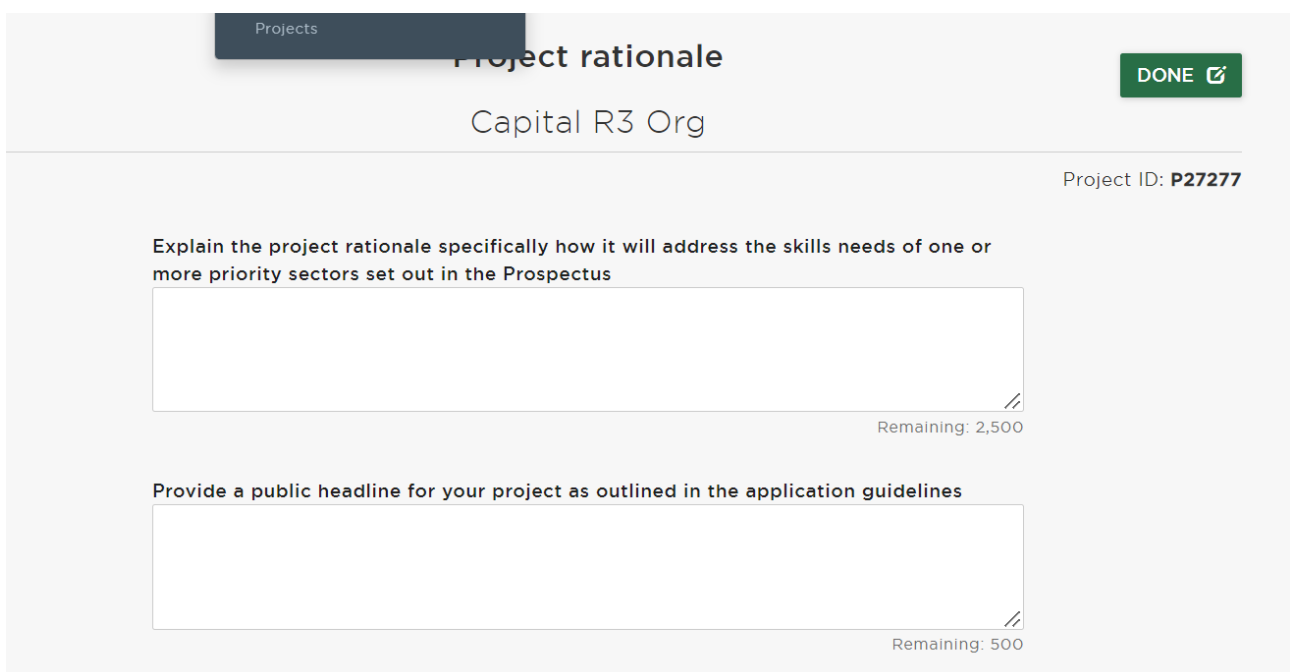
[< PROJECT OVERVIEW](#)

Once completed, click [DONE](#) then click [< PROJECT OVERVIEW](#) to return to the main application block screen.

Section 3.05 Block 5: Project Rationale

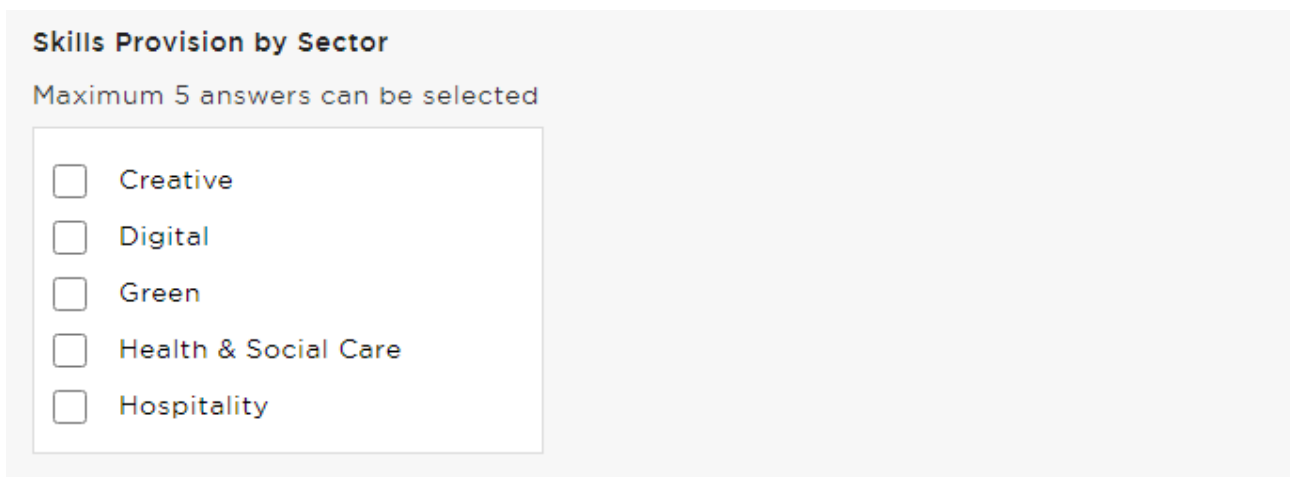
This section is where you outline the need the project is addressing, specifically in terms of how it responds to the fund priorities. When completing these fields ensure that you have carefully read the Skills for Londoners Capital Fund Round 3 Prospectus document, which details the fund's priorities and scope.

Start by including a summary of your project details and then provide a public headline. This headline may be used in public documents such as Mayoral decision papers or on the GLA website.



The screenshot shows a web form titled "Project rationale" for "Capital R3 Org". The form has a "DONE" button in the top right corner. Below the title, the project ID "P27277" is displayed. The form contains two text input fields. The first field is for explaining the project rationale, with a "Remaining: 2,500" character count. The second field is for providing a public headline, with a "Remaining: 500" character count.

Next, select what sector applies to your project; if multiple sectors, select all the relevant options in the list.



The screenshot shows a form titled "Skills Provision by Sector". Below the title, it states "Maximum 5 answers can be selected". The form contains a list of five sectors, each with an unchecked checkbox:

- Creative
- Digital
- Green
- Health & Social Care
- Hospitality

State if you have an Estates Strategy and upload the document if so. If the answer is 'no' then no further upload is required.

Do you have an Estates Strategy?

Yes No

Upload your Estates Strategy

Attachments

Max number of files: 1 Max file size per upload: 5MB

[ADD DOCUMENT +](#)

No files added.

Explain how the project supports the organisation's business plan and estates strategy

Explain how the project supports the organisation's business plan and estates strategy

Remaining: 2,500

Outline how the project demonstrates innovative collaboration/partnerships with employers and local stakeholders, as well as other training providers and local authorities.

Outline how the project demonstrates innovative collaboration/partnerships with employers and local stakeholders, as well as other training providers and local authorities

Remaining: 2,500

Outline how the proposal will improve the quality of provision, learner satisfaction and progression, and success rates (with a strong emphasis on supporting groups who are under-represented in the labour market as detailed in the prospectus).

Outline how the proposal will improve the quality of provision, learner satisfaction and progression, and success rates (with a strong emphasis on supporting groups who are under-represented in the labour market as detailed in the prospectus)

Remaining: 2,500

We want to know if you have an Equality, Diversity and Inclusion (EDI) Strategy. If your answer is 'yes' you will upload the previously mentioned started below.

Do you have an Equality, Diversity and Inclusion Strategy?

Yes No

Upload your EDI Strategy

Attachments

Max number of files: 1 Max file size per upload: 5MB

[ADD DOCUMENT +](#)

No files added.

If your answer to the above is 'no', you must tell us when you estimate to have an EDI Strategy in place as seen in the example below. **IMPORTANT: Please note that all successful organisations will be expected to share their EDI strategy no later than at point of signing the funding agreement.**

Do you have an Equality, Diversity and Inclusion Strategy?

Yes No

Tell us when you estimate to have an EDI Strategy in place? Please note that all successful organisations will be expected to share their EDI strategy no later than at point of signing the funding agreement.

DD / MM / YYYY

Outline how the proposal enables the integration of learners which are representative of London's diversity and those who struggle to access further skills.

Outline how the proposal enables the integration of learners which are representative of London's diversity and those who struggle to access further skills

Remaining: 2,500

Explain and provide rationale for any changes in current provision (e.g. deletion/addition of specific provision from the curriculum as a result of the project or new provision).

Explain and provide rationale for any changes in current provision (e.g. deletion/addition of specific provision from the curriculum as a result of the project or new provision)

Remaining: 2,500

Demonstrate how your project considered, integrates, or complements your existing skills provision as well as the current and proposed future provision of other providers?


Demonstrate how your project considered, integrates or complements your existing skills provision as well as the current and proposed future provision of other providers?

Remaining: 2,500

Outline how the project will integrate Mayoral ambitions to meet Carbon Net Zero.

Outline how the project will integrate Mayoral ambitions to meet Carbon Net Zero

Remaining: 2,500

Once completed, click  then click  to return to the main application block screen.

Section 3.06 **Block 6: Cost Components**

Applicants should identify whether or not they would consider proposing all or part of their funding as a loan (see Section 5 of the prospectus for further details). A breakdown of the costs of construction and project fees should be added to the boxes below.

GLA funding type

Do you wish to propose that all or part of your GLA funding would be a loan?

Yes No

Total Project Costs

Estimate of construction and furniture, fixtures and equipment costs at time of application (£)

Provide details for the basis of the cost estimate and what independent advice has been provided

Remaining: 2,500

Estimate of project fees and all other project costs at the time of application (£)

Provide details for the basis of the estimate

Remaining: 2,500

Applicant capital contribution funding should be detailed in **Block 7**, but if any further funding will be required for which the sources has not been identified, it should be entered here alongside the total amounts of funding being requested:

Funding Sources

How much GLA grant funding is requested

How much funding will be provided by the applicant (match)

What is your proposed fundraising strategy for any match funding not yet confirmed/realised? Include details of funding sources as well as expected dates and process for confirming.

Remaining: 2,500

For project delivery dependent on funding sourced from land disposal or land acquisition, only the amounts associated to land acquisition or disposal should be considered. Development costs should not be included here or within the Quarterly budget profile section in **Block 10 – Budget** but should be indicated within the project details, the cost estimate and/or any independent advice information provided within **Block 4 – Project Details**.

Also, for projects including land acquisitions or disposals, you must include information about the consents required and timeline to completion (include additional milestones in **Block 8 – Milestones**). Evidence of a Red Book valuation of the land proposed for disposal or acquisition and, where a buyer is secured, agreed Head of Terms should be uploaded in **Block 13 – Supporting documents**, including the required.

Acquisitions and Disposals

Are there any planned acquisitions or non-GLA contributions provided from disposals?

Yes No

Anticipated costs for planned acquisitions (£)



Anticipated value provided from disposals (£)

Outline the anticipated timings for these transactions, and any conditions or negotiations which have taken place to date

Remaining: 2,500

Provide details of how the full scheme meets planning conditions including the London Plan if land is being rationalised for development (optional)

Remaining: 2,500

Once completed, click  then click  to return to the main application block screen.

Section 3.07 Block 7: Detailed Applicant Capital Contribution

Applicants confirm the amounts of non-GLA contributions that have already been secured and those which are pending but expected to be confirmed (with only those that are confirmed by a completed contract to be outlined as 'secured'). Evidence of secured funds must then be uploaded within **Block 7 – Details applicant capital contribution**.

The sources of non-GLA contributions must be specified alongside relevant timescales, any foreseen issues and potential impact should these not be secured. These should only include capital funds and they should only support the capital expenditure requirements of the project.

Use the green 'Add applicant contribution breakdown' to add funding of different types and from different sources.

Applicant contribution breakdown

Applicant capital contribution type

Applicant capital contribution amount (£)

Is this applicant capital contribution fully secured?

Yes No

Evidence of applicant capital contribution secured (for example: offer letter, bank statement or other documentation)

Attachments

Max number of files: 3 Max file size per upload: 5MB

ADD DOCUMENT +

No files added.

ADD APPLICANT CONTRIBUTION BREAKDOWN +

Once completed, click [DONE](#) then click [< PROJECT OVERVIEW](#) to return to the main application block screen.

Section 3.08 Block 8: Milestones

We require our delivery partners to have a clear action plan that explains the milestones required to successfully deliver their project. Complete the milestone table to demonstrate the actions related to your project.

You can see below all the milestones that we have pre-populated. For those that apply to your project, enter the estimated date you expect the activity to occur. If any of these milestones do not apply to your project, simply click the relevant 'N/A' box. Please note that the mandatory milestones will not have the 'N/A' option.

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

Milestones

Capital R3 Org

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[ADD NEW MILESTONE +](#)

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

You can also generate your own milestones by selecting [ADD NEW MILESTONE +](#) (see top right of your screen), providing a date and description for each entry. For example, you may want to add milestones such as 'RIBA Stage 3 Design', 'Cost Stage 2', 'procure equipment', 'purchase equipment', 'install equipment' etc. Be aware that all completed milestones will form the basis for your budget in GLA OPS (see **Block 10 - Budget**).

There are six milestones that all projects must complete:

- *Project team appointed*
- *All project funds confirmed/realised*
- *Procurement completed*
- *Start on Site Achieved*
- *Practical completion achieved*
- *Evaluation and closure*

We encourage you to provide as much milestone detail as you can beyond these however, though for simple equipment-only projects we recognise there may be substantially fewer milestones than we would expect for more complex projects.

Once completed, click [DONE](#) then click [< PROJECT OVERVIEW](#) to return to the main application block screen.

Section 3.09 Block 9: Outputs

Note: It is essential you read through the [Output Definitions in Appendix 1 of this document](#)

This section will allow you to evidence the proposed effect of your project by selecting appropriate deliverables to quantify the level of impact your project will have, and which project elements they relate to. This is how the GLA can assess the impact of your project, as well as better understand its value for money.

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

Outputs quantify the benefits that specific projects deliver for target beneficiaries, in the case of this Fund learners. A list of the specific outputs we are looking to capture through this fund are in Section 8 of the prospectus, with key definitions set out at the end of this document in **Appendix 1**.

(a) Inputting an Output

To input an output start entering information in to the 'Outputs by financial year' section. You will first need to ensure you are in the right **Financial Year**. We require you to input output detail for **one year following practical completion**.

So if the fit-out of your project is programmed to complete by August 2024, you should insert outputs to cover the 2024/25 and 25/26 financial years.

Outputs DONE

SfL Capital Fund R3 Organisation

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▲ Total project outputs
Not provided

Outputs by financial year
Add outputs to a financial year

Financial Year
2023/24 ▼

ADD +

Select the **Financial Year**, then click '**Add**'. You then need to pick a **Quarter** within that year which those outputs will be delivered, the output **Category**, and **Sub Category** (from a pre-populated list of outputs, some or all of which we expect your project to deliver against) then select '**Forecast**', before finally inserting in the **Number of** field the number of outputs which you would expect the project to deliver within that year. Then click

ADD OUTPUT to add further outputs.

Example: Below is how an Output Block could look if a project is expected to deliver against the following outputs for one year following practical completion during Summer 2024 ahead of the new academic year:

- **Learners Supported** as a result of the project are mandatory outputs to be inputted in your application (some of whom are BAME (Black, Asian and Minority Ethnic), Deaf and disabled, female, older (50+), young (16-24)).

						DONE
CATEGORY	VALUE	QUARTER	FORECAST	ACTUAL	DIFFERENCE	
▼ Black, Asian and Minority Ethnic learners						
Assumption		Not provided		Add output assumption		
Black, Asian and Minority Ethnic learners	Number of	Q2	50			✕
▼ Deaf and disabled learners						
Assumption		Not provided		Add output assumption		
Deaf and disabled learners	Number of	Q2	50			✕
▼ Female learners						
Assumption		Not provided		Add output assumption		
Female learners	Number of	Q2	50			✕
▼ Floorspace with improved energy efficiency						
Assumption		Not provided		Add output assumption		
Floorspace with improved energy efficiency	Net Area (sqm)	Q2	1,300			✕
▼ New or improved learning and training floorspace						
Assumption		Not provided		Add output assumption		
New or improved learning and training floorspace	Net Area (sqm)	Q2	1,000			✕
▼ Number of learners supported as a result of the project						
Assumption		Not provided		Add output assumption		
Number of learners supported as a result of the project	Number of	Q2	100			✕
▼ Older (50+) learners						
Assumption		Not provided		Add output assumption		
Older (50+) learners	Number of	Q2	50			✕
▼ Young (16-24) learners						
Assumption		Not provided		Add output assumption		
Young (16-24) learners	Number of	Q2	50			✕

Once complete, click  then click  to return to the main application screen.

Section 3.10 Block 10: Budget

This section requires you to generate a budget for your project to reflect your GLA funding request. The Block will also serve as a baseline for the funding contract (if successful) so the information inputted should be carefully thought out.

As cited in the Skills for Londoners Round 3 prospectus you can request from £50,000 up to £1,200,000 from the GLA. You should also note that:

- this Fund only funds capital expenditure for capital works and equipment
- the GLA financial year is 1st April to 31st March
- when providing cost profiles, applicants should be as realistic as possible about when expenditure will occur
- applicants should demonstrate that all expenditure is state aid compliant

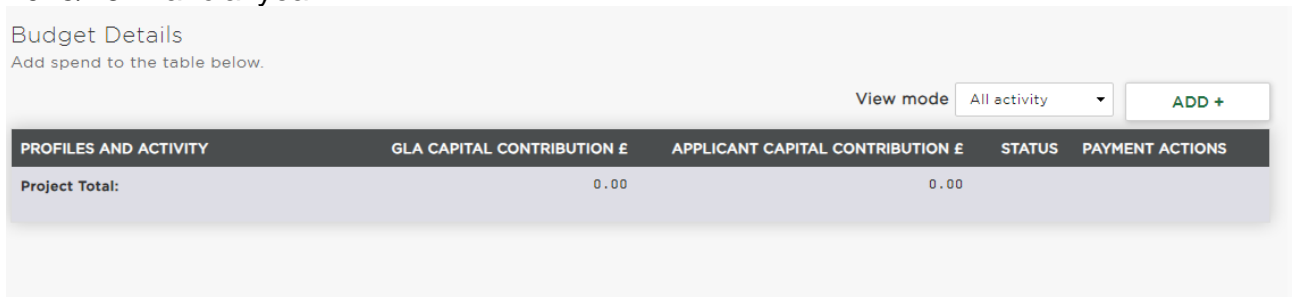
The block is split into three sections: “Total project budget”, “Annual budget” and Quarterly budget profile”.

(a) Total project budget

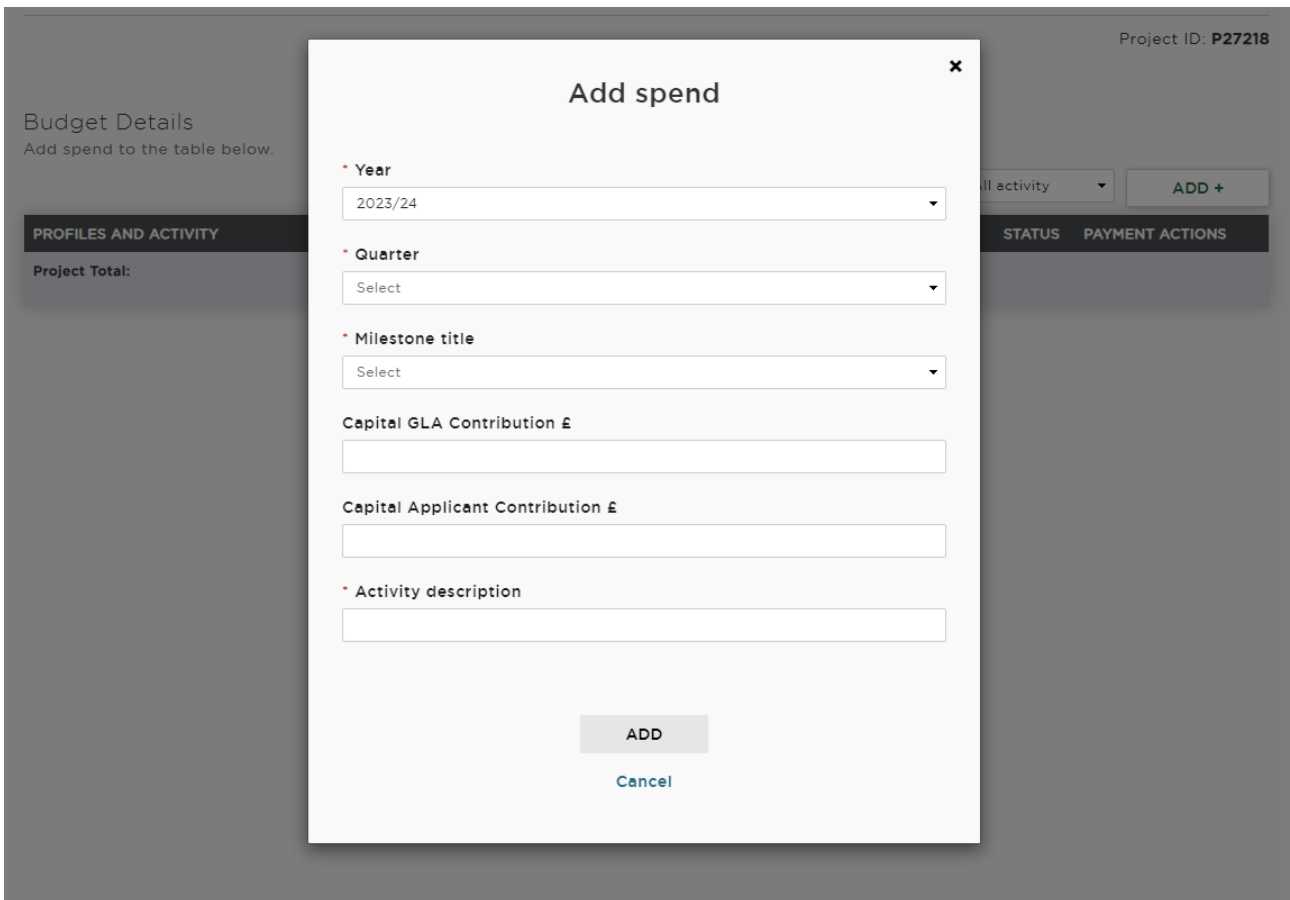
“Total project budget” acts as a summary of the information that has been inputted into the “Annual budget” and “Quarterly budget” sections below it. So, as you input data to complete the “Annual budget” and the “Quarterly budget” sections, the “Total project budget” at the top of the screen will automatically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

(b) Annual budget

Annual budget allows users to add budget details as per financial years. We would expect all projects to have completed spend and claimed the funding by early 2026 at latest, with the majority finishing significantly earlier, so it is only possible to enter values up to the 2025/26 financial year.



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





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

Budget Details
Add spend to the table below.

View mode All activity ADD +

PROFILES AND ACTIVITY	GLA CAPITAL CONTRIBUTION £	APPLICANT CAPITAL CONTRIBUTION £	STATUS	PAYMENT ACTIONS
Project Total:	5,000.00	5,000.00		
▼ 2023/24 Total:	5,000.00	5,000.00		
▼ Q1 April - June No activities are currently Claimed	5,000.00	5,000.00		
Planning application submission				
Design costs for planning	5,000	5,000	Unclaimed	
Q2 July - Sept				
Q3 Oct - Dec				
Q4 Jan - March				

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

Once completed, click  then click  to return to the main application block screen.

Section 3.11 *Block 11: Risks And Issues*

Key risks and issues for the project should be summarised under the overall risk rating then detailed under the risk and issue sections of the block.

Project Risk Rating

Overall Project Risk Rating

Not provided

Explanation of Risk Rating

Manage Project Risks

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

Not provided

CREATE NEW RISK +

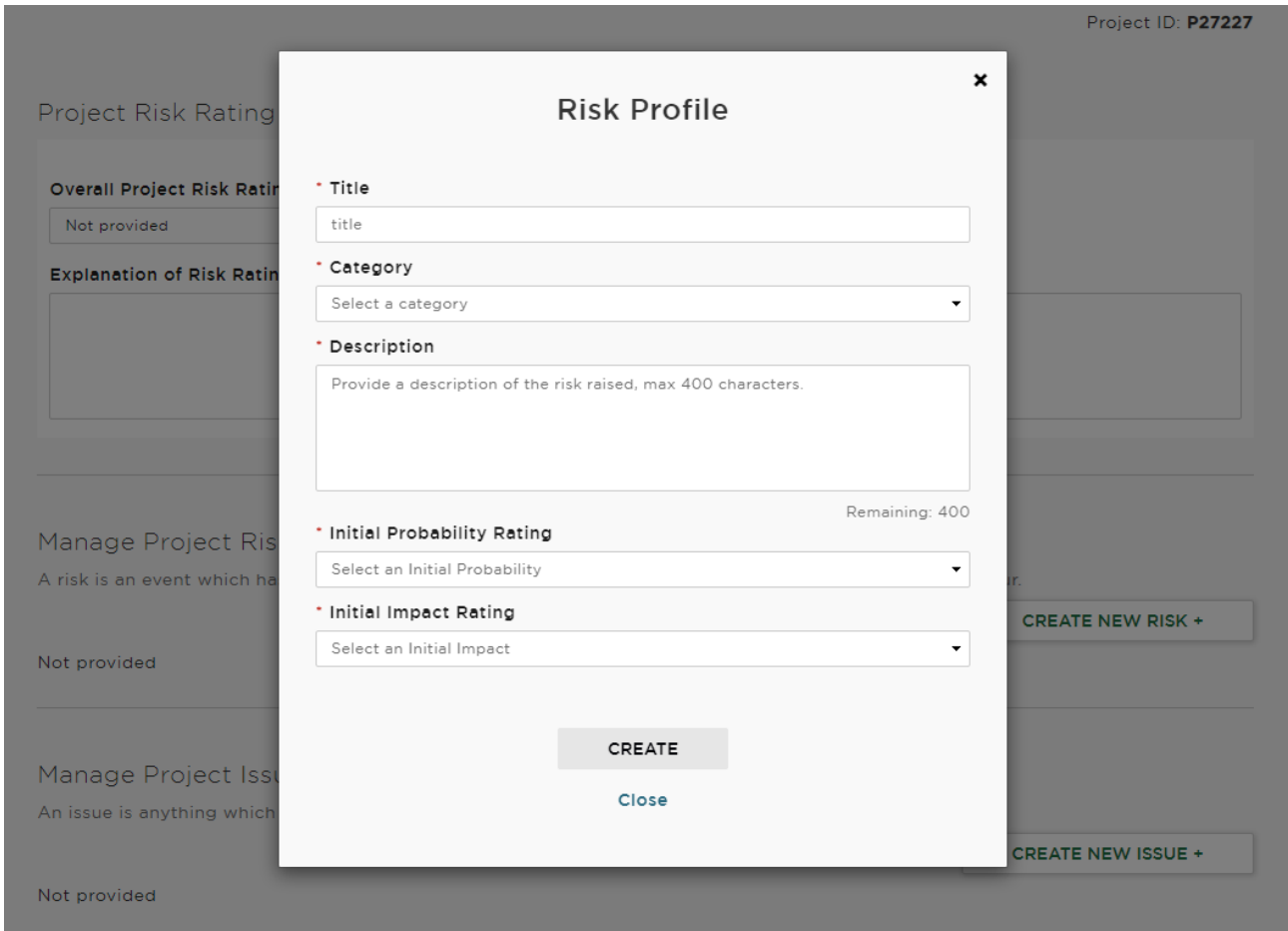
Manage Project Issues



An issue is anything which has already occurred and is having a negative impact on the project.

Not provided

CREATE NEW ISSUE +


Click on the 'Create new risk+' and 'Create new issue+' buttons to add details of individual risks and issues.



Once completed, click  then click  to return to the main application block screen.

Section 3.12 Block 12: Value For Money and Deliverability

Applicants should provide details of how their project demonstrates good value for money by responding to the following questions:

Value for money DONE 

Provide an analysis of all options explored should the desired funding not be available, including a do-nothing option

Remaining: 2,500

Without GLA funding can this project or a revised version still go ahead? Provide explanation below

Remaining: 2,500

Explain the projects intended procurement strategy, i.e. Request for Quotation for equipment purchases

Remaining: 2,500

Explain if and how GLA funding would enable your organisation to lever in funding from elsewhere

Remaining: 2,500

Outline headline changes to running and maintenance costs arising as a result of the project, and confirm that the organisation can meet them

Remaining: 2,500

Applicants should provide details of how their project will be managed, is Subsidy Control Act 2022 compliant and that the lead applicant holds adequate insurances by responding to the following questions:

Deliverability

Summarise the planned or existing governance arrangements to oversee delivery of the project, including details of your project team and of any positions that are still to be filled

Remaining: 2,500

Detail how the project meets Subsidy Control Act 2022 compliance as outlined in the SfL R3 application guidance

Remaining: 2,500

Confirm the lead organisation holds adequate public liability and employer's liability insurance

Yes No

Applicants should provide details of the lead organisation's ESFA financial health score, any financial health and/or commissioner notices and any Ofsted reports:

Has the lead organisation received an ESFA financial health score?

Yes No

Detail the most recent ESFA financial health score and any resulting actions to be undertaken by the organisation

Remaining: 2,500

Has the lead organisation received financial health and/or commissioner notices?

Yes No

Provide details of any notices and the organisation's corresponding action plan

Remaining: 2,500

Has the lead organisation had any recent Ofsted report(s)?

Yes No

Provide a link to the most recent Ofsted report

Remaining: 2,500

Applicants should add details of any legal interests that are relevant to the project, describe monitoring arrangements, long-term project outcomes and post-completion evaluation methodology:

Are there any legal interests or considerations that are relevant to the project, land or assets? (legal charges, covenants, land restrictions, etc)

Yes No

Provide details and possible implications

Remaining: 2,500

Describe your progress/output monitoring and reporting arrangements, including the process you will follow, dedicated resources and the evidence that will be used for reporting purposes

Remaining: 2,500

Outline the long-term outcomes that you hope to achieve through this project

Remaining: 2,500

Explain the methodology for measuring and evaluating the project post completion and long term outcomes

Remaining: 2,500

DONE 

< PROJECT OVERVIEW

Once completed, click **DONE** then click **< PROJECT OVERVIEW** to return to the main application block screen.

Section 3.13 Block 13: Supporting Documents

(a) Uploading documents

To upload a document in this section, simply click

ADD DOCUMENT +

Provide Board meeting minutes or formal endorsement from Governing body evidencing approval of this project/application

Attachments

Max number of files: 1 Max file size per upload: 5MB

ADD DOCUMENT +

No files added.

(b) Programme plan

If appropriate to the scale and complexity of your project, you should provide a detailed programme plan which illustrates the main milestones for the project and a schedule of project activities, in an MS Project or Gantt chart format. This should highlight the project's critical path, dependencies and timing of activities including project start and end dates, physical completion of capital works, fit-out, occupancy and use of buildings, payment completion, project (practical) completion and evaluation.

DONE 

< PROJECT OVERVIEW

Once completed, click **DONE** then click **< PROJECT OVERVIEW** to return to the main application block screen.

Section 3.14 Block 14: Declaration

As a public organisation we must follow the Data Protection Act 2018, the Freedom of Information Act 2000 and the General Data Protection Regulations. We have a data protection policy, which is available from our website at www.london.gov.uk. We also have a Freedom of Information policy which is also available from our website.

Applicants must acknowledge that this application form and any information provided to us, such as the project's public headline and images supplied, may be published if the project is selected for funding.

By confirming the declaration, you give the GLA full permission to publish information about you relating to the activity we have funded, including the amount of funding and the activity it was for.

This information may appear in our press releases, on our website and other print and online publications produced by the Mayor of London as well as publications or websites of any partner organisations who have funded the activity with us.

Declaration

Capital R3 Org

[DONE !\[\]\(175f83799267df6f2a32ecff74925f5f_img.jpg\)](#)

Project ID: **P27277**

Are you related to any elected GLA officials or members of GLA staff?

Yes No

Has anyone involved in the project been in contact with any elected Greater London Authority officials or members of our staff in relation to your project either at an engagement workshop or at any other stage?

Yes No

Confirm that the information provided is complete and correct

Yes No

Once completed, click [DONE !\[\]\(d3fb9f94af8b26d1c844efa9a98805b0_img.jpg\)](#) then click [< PROJECT OVERVIEW](#) to return to the main application block screen.

4. Appendix 1: Output Definitions

Section 4.01 *Learners supported*

Learner support, defined as the ‘strategies which empower learners to establish and fulfil their learning’. This is an all-encompassing category which should focus on learners supported by the investment.

Section 4.02 *Area of new or improved learning/training floorspace (m²)*

New or upgraded: new buildings constructed as part of the project, refurbished, improved or adapted for productive use as part of the project.

Improved: actual floor space and its value towards learning/training purposes has been increased by some physical improvement.

Section 4.03 *Amount of space with improved energy efficiency (m²)*

Area of space resulting in improved energy efficiency (m²) as a result of replacement of old with new boilers/lighting/heating or other energy efficiency measures.

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:

Greater London Authority
City Hall
Kamal Chunchie Way
London E16 1ZE

Telephone **020 7983 4000**
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