

MAYOR OF LONDON

**SMALL PROJECTS
AND EQUIPMENT FUND**

PROSPECTUS

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Greater London Authority
Regeneration and Economic Development Unit September 2019

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MAYOR'S FOREWORD

As Mayor, I'm working to meet the needs of London's workforce and ensure our city's future prosperity. That means creating a world-class skills system and delivering the infrastructure to support Londoners and London's businesses alike.

In August 2017, I launched the Small Projects and Equipment Fund (SPEF) as part of the wider Skills for Londoners Capital Fund. There was so much demand for the fund that we extended it part-way through to support even more projects.

Two years later, we're delighted to say that the fund continues to be a big success. So far, 39 projects have benefited and over £2m has been spent, supporting 450 new learners. Once complete, the programme will have engaged with 52,000 new learners, with more than 3,000 with special educational needs or classed as disability (SEND) learners.

The programme will also develop 1,300 apprenticeship starts and help 1,800 students into paid work. Our funding is supporting a wide range of projects – from community kitchens to virtual learning environments. Crucially, all have been tailored to meet the needs of both learners and industry.

We've had great feedback from the skills providers and there is demand for more support. That's why I'm now pleased to launch round-two of SPEF funding. It will provide £3.75m of investment for equipment and small projects for skills providers to develop diverse and state-of-the-art facilities.

As the chair of LEAP, I've made sure that we're working to support proposals which deliver dynamic, innovative and inclusive learning environments. Our aim is to foster collaboration between the skills sector and businesses so learners can flourish and develop their careers. I'm keen to attract training providers we've not worked with before, including those working to skill up people in prisons or young offender institutions to provide the skills they need to get jobs on release and to help reduce reoffending.

With this new investment, I'm pleased that many more Londoners will have the chance to get the skills needed to succeed in a fair and thriving economy.

A handwritten signature in blue ink, appearing to read 'Sadiq Khan', with a small number '2' written below the 'h'.

Sadiq Khan
Mayor of London

INTRODUCTION

The Mayor of London is chair of the London Economic Action Partnership (LEAP). Together, they are working to help Londoners get the skills they need to progress in learning and access the jobs on offer in our city. This includes supporting the provision of high-quality skills that employers say they need, in modern, fit-for-purpose facilities.

That is why, in 2017, the Mayor launched the **Skills for Londoners Capital Fund (SfLCF)** to invest in the estate and equipment of London's skills providers. Since then, £30.4m of investment was approved in **round 1** and another £57.6m was approved through **round 2** of the fund.

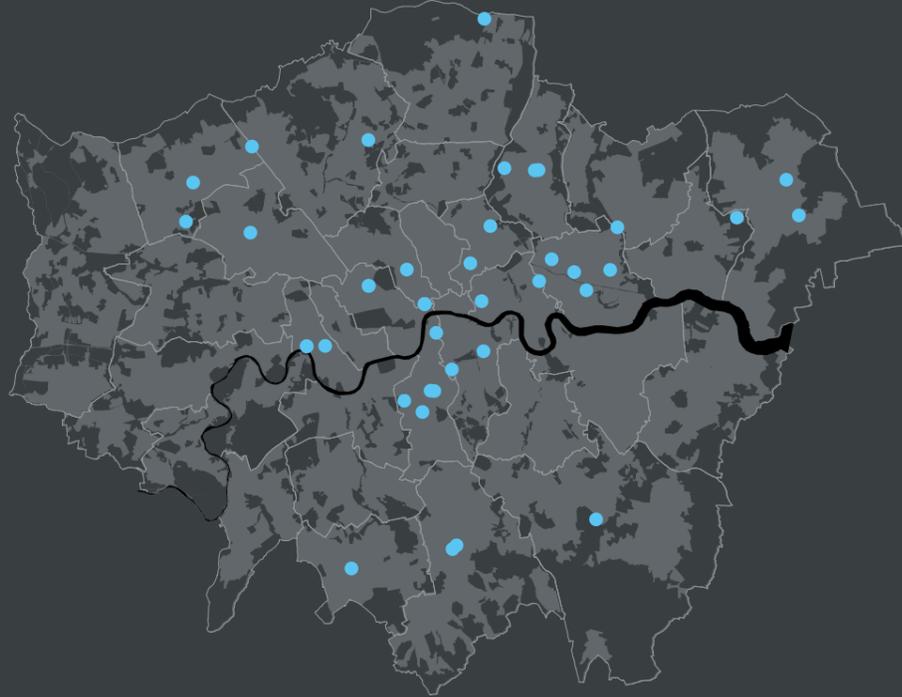
In response to stakeholder feedback, the **Small Projects and Equipment Fund** was formed, based upon the investment priorities of the main SfLCF. This fund is tailored to deliver targeted investment in smaller projects and specialist equipment for skills providers. Some £3.6m was allocated to 39 providers through the first round. A further £3.75m has been ringfenced for a new round, launching in October 2019.

This £3.75m is strictly capital funding and applicants can request from £25,000 up to £300,000. Applicants should show that they can provide 1:1 applicant capital contribution (match funding) to GLA capital contribution (grant funding). This means for every £1 grant requested another £1 should be invested from other sources.

Match funding could come from organisation reserves, bank financing, capital proceeds from estate rationalisation, local authority funding or employer sponsorship. The applicant capital contribution can also be from other public sources (excluding GLA funding). Applicant contributions to meet the costs of a capital investment should be capital only. Other revenue funding is encouraged but will not count towards the applicant capital contribution: grant ratio.

See the Strategic Context section (pp9–20) of the **Skills for Londoners Capital Fund Round 2** Prospectus for more details of the Fund's objectives and priorities.

SMALL PROJECTS AND EQUIPMENT FUND ROUND 1 PROJECTS IN DELIVERY



| | |
|--------------------------------------------------------|-----------------------------------------------|
| Advancing Progression Through Digital Inclusion | London Borough of Croydon – CALAT |
| Bad Boys' Bakery and Cafe Equipment Upgrade | LSEC Small projects and equipment |
| Big Creative Village | Macbeth Arts & Crafts Centre |
| Bringing Mobile Learning into the Community | Make Learning Work project |
| Bromley by Bow Integrated Skills Hub | Making more efficient use of our Main Hall |
| BSix English and Maths Learning Hub | Multi-media and Digital Equipment |
| Community Learning Kitchen | Newham Small Equipment Bid |
| Connected Learning Centre | Passenger Lift refurbishment |
| Creative Young Hackney | Practice Suite for Assistant Practitioners |
| Creche | SCCD Project |
| Croydon College IT Infrastructure Project | Sensory Room |
| Curriculum, Teaching and Learning Investment | Small Projects and Equipment Fund |
| Digital Arts Studio | Small Projects and Equipment Fund |
| Enhancing the learner experience | The Heath & Science Industries Hub (ASlh) |
| Equipment for Classrooms | Transformation of Services for Learners |
| Future Forward Learning | TSUK |
| Getting Lambeth Residents Job-Ready | Virtually Learning |
| Horticulture Commercial Production Facility | Wallington Centre |
| Inspiring environment to learn – Classroom improvement | Waltham Forest College Hospitality & Catering |
| Inspiring environment to learn – Furniture | WLC Equipment Bid |
| Inspiring environment to learn – Student experience | |

PRIORITIES

London's population is growing to levels never seen before. To deliver growth on the scale needed, we must harness the opportunity to create successful, inclusive and sustainable places of high-quality learning.

The Mayor's **Skills for Londoners Strategy** sets out his response to this challenge. It shows the skills challenges London faces and what must be done to make London's skills system the envy of the world. In addition, it shows how the strategy will work to achieve the Mayor's vision for: 'A City for all Londoners'. That is one where all Londoners, employers and businesses can access the skills they need to succeed in a fair, inclusive society and thriving economy.

In the strategy, the Mayor identified the following three key priorities along with a set of collaborative actions to help address these challenges and realise his vision:

- **Empower all Londoners to access the education and skills to participate in society and progress in education and work**
- **Meet the needs of London's economy and employers now and in the future**
- **Deliver a strategic city-wide technical skills and adult education offer**

Through this new Small Projects and Equipment Fund Round 2 Prospectus we want to continue supporting the skills and employment sector to deliver on these priorities by inviting providers and partners to propose capital investments that create fit for purpose, inspiring learning environments. We particularly welcome projects to:

- **increase and improve the accessibility and efficiency of the provider estate**
- **buy equipment that enhances innovation, enables a more employer responsive curriculum, reflects the work environment and responds to the needs of the skills sector**
- **refurbish facilities and equipment in need of upgrading**
- **improve the quality of provision and learner satisfaction, progression and success rates**
- **support increased levels of apprenticeship delivery and/or progression to higher levels of vocational and technical study**
- **encourage and enable the integration of learners who are representative of London's diversity and its communities as well as those who struggle to gain new skills. This includes learners previously or at risk of becoming NEET¹, as well as SEND² and BAME³ learners, women, offender learners, parents and carers.**

See page 25 for some case study examples of projects funded in the last round. Further detail relating to each can also be found on the website.

Please see the Wider Benefits of Investment section (pp23–30) of the Skills for Londoners Capital Fund Round 2 Prospectus for more information on LEAP's social, economic and environmental objectives.

1 Not in Education, Employment or Training

2 Special Educational Needs and Disabilities

3 black, Asian and minority ethnic

ELIGIBILITY

To apply for the fund, you need to be an organisation delivering skills provision in Greater London, registered on the **UK Register of Learning Providers**. Your organisation must also satisfy at least one of the following criteria:

- A** You have been endorsed to enter into a direct contract or grant agreement to deliver education and training with either the Greater London Authority (GLA) for the devolved Adult Education Budget (for learners aged 19 and over), or the Education and Skills Funding Agency (for learners aged 16-18 years) for the academic year 2019/20.
- B** You are on the **Register of Apprenticeship Training Providers**.
- C** You are a sub-contractor on the **ESFA List of Declared Subcontractors**.
- D** You are applying with the support of a lead provider who satisfies either criteria A, B or C above.

Eligible organisations might include:

- general further education colleges
- Group Training Associations (GTAs)
- higher education institutions that are anchor partners on one of London's three Institutes of Technology (IoTs) bidding for a project relating to a specific partnership with a further education college
- Institutes for Adult Learning (IALs)
- Local authorities
- National Skills Academies (NSAs)
- offender learning and skills providers
- private providers and third sector providers of further education
- sixth form colleges

Ineligible organisations include:

- academies
- maintained school sixth forms
- schools
- providers that are wholly privately funded
- University Technical Colleges (UTCs)

We encourage these organisations to instead support applications by forming partnerships with eligible institutions.

We welcome joint and collaborative applications. However, where more than one organisation is involved, a 'lead partner' should be identified to enter into the funding agreement. The lead partner will act as an accountable body for the project, and a signed declaration should be provided as proof of each organisation's commitment. We will consider the conditions and strength of any joint submission during the project appraisal process.

PROJECT REQUIREMENTS

Applicants can apply for funding from £25,000 up to £300,000. Applicants should demonstrate that the funding requested will be used for capital costs. All applicants will be required to ensure that funding requested can be capitalised in their year-end accounts.

Applicants will also be required to present the following information:

Financial options analysis

Due to the limited amount of funding available all applications will need to show that all other funding sources available have been considered (including loan funding). Applications should also set out options for scaling back the costs of the project and any equipment purchase and the implications of doing so. Any bid requesting funding that differs from a 1:1 grant to applicant capital contribution ratio must demonstrate exceptional circumstances, where these exist.

Delivery timescales

Projects should be delivered within a two-year period from the date funding is awarded. The majority will be expected to deliver within a shorter timeframe.

All funding will be drawn down quarterly in arrears against achievement of milestones and/or outputs, provided that claims are also accompanied by either evidence of cost incurred or certified expenditure.

Proposal detail

Applicants will be required to address the following in their application:

- the vision, aims and objectives of the project, including quality objectives and project outcomes
- concept designs (where applicable)
- outline specifications and preliminary cost information
- analysis of planning issues (where applicable)
- project risk assessment
- procurement strategy
- project programme
- value for money

At the point of application, proposals should be at a stage where project costs are clearly identified and programme plans provided with certainty. This means:

- where viable small projects should be developed to Stage 2 – Concept Design (RIBA Small Project Plan of Work) with supporting drawings and cost plans (this requirement is not applicable for equipment only projects)
- equipment only projects should be able to demonstrate a cost comparison of at least three equipment providers
- applicants should be able to confirm a clearly defined budget and provide evidence of the source of their applicant capital contribution
- applicants should be able to provide a valuation of any assets being disposed of to provide their applicant capital contribution
- proposals should set out a clear delivery timetable demonstrating relative certainty.

Project monitoring and evaluation

Applicants are advised to read the guidance in the Project Monitoring and Evaluation section (pp53 – 54) of the **Skills for Londoners Capital Fund Round 2** Prospectus in order to understand the requirements when entering into grant agreement with the GLA.

An example of the grant agreement a successful organisation would enter into with the GLA will be published on the **Small Projects and Equipment Fund** homepage ahead of the application window opening.

HOW TO APPLY

This prospectus is intended to give an overview of the Small Projects and Equipment Fund to provide context for those organisations that are interested in applying.

The application guidance to accompany this will be released in September 2019, with applications opening on **7 October 2019** and closing on **7 November 2019**.

Please note that this specific fund has a single stage application process.

If you have any questions, please email skillscapital@london.gov.uk. Emails should be sent at least two working days before the application submission deadline to guarantee a response.

FAQ responses will be published and regularly updated on the **fund website**.

Application form and deadline

Applications will open at **13.00 hrs – 7 October 2019**. This round will be fully managed through our online investment management system, **GLA OPS** portal. Applicants must register on GLA OPS to submit a bid. If successful, your project(s) will also be managed and payments processed through the portal.

Only applications submitted by **16.00 hrs – 7 November** via GLA OPS will be considered. Late applications will not be accepted by the system.

If you previously applied for funding from the GLA Regeneration Unit via GLA OPS (round one of the Small Projects and Equipment Fund or round two of the Skills for Londoners Capital Fund) log in using your existing account details, then click on 'Create New+' within the project tab.

If you are unable to remember your password, you can reset it using the 'forgotten password' link. If you are unsure whether you already have a GLA OPS account please contact us on skillscapital@london.gov.uk and we will be able to advise.

If you have not previously applied for funding from the GLA Regeneration Unit via GLA OPS here's what you should do:

1. Register a new organisation and admin account within GLA OPS by clicking on 'New to GLA OPS? Register here'.
2. Select 'GLA Regeneration Unit' under the GLA department section and click on 'Request New Profile'. You will then be notified when your profile has been accepted.
3. To begin your application, you can log in as of 7 October and simply click on 'Create New+' within the Project tab.

Rationale and the case for investment

Applications should demonstrate a strong case for the proposed investment, providing a clear rationale for the project and/or equipment purchases. Please outline any changes to provision that the project will enable, together with a detailed analysis of current provision and expectations for current and future demand.

As cited in this report, read the relevant sections of the **Skills for Londoners Capital Fund Round 2** Prospectus carefully before applying. The strategic priorities highlighted there reflect those of this fund.

Where relevant, please reference your project in the context of any recommendations made as part of the further education Area Review process completed by the Department for Education in March 2017.

Where appropriate applicants should also reference how the project supports the implementation of any OFSTED inspection recommendations.

Outputs and outcomes

A strong emphasis is placed on assessing and measuring the impact and benefits of investments. Applicants will need to identify the outputs and benefits that their project and/or equipment purchase will deliver, particularly in terms of:

- number of additional learners supported as a result of the project
- number of new learners undertaking courses leading to a full qualification
- cost savings (in terms of maintenance and running costs)
- number of jobs created within the organisation as a result of the investment
- number of additional apprenticeship starts
- number of additional work placement starts
- number of SEND learners supported
- number of NEETs supported into employment or training
- number of new SMEs/businesses supported
- additional number of students progressing into employment
- area of new or improved learning/training floorspace (m²)
- amount of space with improved energy efficiency (m²)

If your application is awarded funding, you must report progress against these outputs and outcomes to the GLA.

More advice on how to define, quantify and verify project outputs will be available in the Small Projects and Equipment Fund Application Guidance document. This will be published on the **website** ahead of the fund opening on October 7 2019.

EU state aid

Please refer to Appendix 3 (page 60) in the **Skills for Londoners Capital Fund Round 2** Prospectus for more info on EU state aid.

ASSESSMENT

Evaluation criteria

We will evaluate applications in accordance with the Skills for Londoners Capital Fund Prospectus. The evaluation team will include GLA specialists in Skills & Employment, Economics, Finance and Diversity & Inclusion. We may require applicants to provide further clarification during this process. We will then pass the proposals and evaluations results to LEAP for consideration.

Criteria scoring framework:

| Criteria | Description | Score | Weighting |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|
| Project aims and rationale | Clearly defined outputs and outcomes. We will assess the project's potential to support delivery of high-quality provision / activity and outcomes. | 0-5 | 40% |
| Deliverability | Your project should have a clear plan, be clearly costed and underpinned by capacity and skills in the team to deliver on time and on budget. We will look for evidence of the ability to implement, manage, monitor and deliver the project. | 0-5 | 30% |
| Value for money | Does your project make optimal use of resources to achieve a high-quality project? Applicants must show a clear need for funding, that costs are reasonable and that the values of benefits outweigh the costs. | 0-5 | 30% |

Key dates:

The table below sets out indicative dates for the bidding process through to entry into formal agreement. Applicants should note that timescales can sometimes be subject to change.

| | |
|------------------------------------------------------------------------------|-------------------------------|
| Small Projects and Equipment Fund Prospectus published on GLA website | 16 September 2019 |
| Application process opens on GLA OPS and publication of Application Guidance | 7 October 2019 |
| Deadline for online application | 7 November 2019 |
| Assessment, clarifications and moderation of applications | November 2019 – February 2020 |
| Announcement of successful applications | March 2020 |
| Entry into funding agreement with GLA | April 2020 |

Governance

All funding decisions will be subject to LEAP approval. LEAP is the local enterprise partnership (LEP) for London and is chaired by the Mayor of London. Through LEAP, the Mayor works with London's boroughs, businesses and TfL on regeneration, employment and skills agendas for the city. While LEAP makes recommendations to the Mayor around funding and policy decisions, it does not directly deliver services. For more information on LEAP, visit www.lep.london

The GLA will be the accountable body for the disbursement and management of funding awarded. As such, recommendations from LEAP will require formal approval from the GLA's Corporate Investment Board (CIB) and the Mayor or relevant director (as applicable).

The CIB meets weekly to discuss investment, financial and output driven performance against year-end expectations, GLA group budget priorities, budget strategies and outcomes. For information on the board's membership and terms of reference, see: <https://www.london.gov.uk/about-us/governance-and-spending/good-governance/decision-making>

CASE STUDIES

Projects funded in Round 1 supported a wide variety of providers right across the capital. Examples include:

| Project name | Organisation | Provider type | Grant value | Skills focus & project description |
|--------------------------------------------------------|--------------------------------|-----------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bad Boys' Bakery | Novus working with HMP Brixton | Offender learning provider | £36,591 | Catering / hospitality: equipment purchases that helped improve learning standards, and ensure facilities better represented those of working kitchens whilst responding to the skills gap in the industry. |
| Inspiring Environment to Learn (classroom) | City Lit | Institute of Adult learning | £66,666 | Adult learning: delivering inspirational classroom facilities to increase City Lit's provision for excluded communities and Londoners not in work. |
| Advancing Progression through Digital Inclusion | Morley College | Institute of Adult Learning | £200,000 | Digital inclusion: purchase of state-of-the-art technology to equip a radio studio, enabling learners to gain experience with industry-standard equipment, and facilitating community engagement through a new internet radio station. |
| Sensory room | Westminster Adult Education | Local authority | £25,000 | SEND provision: installation of a Sensory Room supporting training and development for learners with learning difficulties and disabilities. |
| Health and Science Industries Hub | Barking and Dagenham College | FE College | £93,000 | STEM: equipping specialist labs and digital suites to deliver flexible solutions for STEM employers by training new employees and enhancing the skills of their existing workforce. |

| Project name | Organisation | Provider type | Grant value | Skills focus & project description |
|---------------------------------------------------|------------------------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equipment for classroom | Medi-prospects Ltd | Private training provider | £73,750 | IT: equipping classrooms with integrated IT functionality, increasing the number of students able to benefit from a blended learning environment. |
| Wallington Centre | Sutton College | FE College | £48,500 | SEND provision: refurbishments to increase accessibility for learners with SEND and provide a drop-in support facility for learners on apprenticeships and traineeships. |
| Practice Suite for Assistant Practitioners | London Cactus College | Private training provider | £48,985 | Nursing / health: increasing the local supply of skilled nurses and meeting the sector skills shortage by investing in advanced nursing simulators to help deliver Assistant Practitioner Level 5 apprenticeships. |
| Community Learning Kitchen | London Borough of Hammersmith and Fulham | Local authority | £60,000 | Catering / hospitality: setting up a training kitchen to support residents to develop their cookery and catering skills, achieve nationally recognised certificates, promote self-enterprise and prepare for employment. |

SUPPORT

We will add FAQ responses to the **Small Projects and Equipment Fund** webpage. This will be updated weekly throughout the application process.

A Small Projects and Equipment Fund Application Guidance document will help you to construct and submit your bid. This will be published on our website before the application window opens.

If you have any further questions around funding or how to apply, please email: skillscapital@london.gov.uk.

Please also refer to the How We Can Help section (pp48 – 49) in the **Skills for Londoners Capital Fund Round 2** Prospectus for more info on how the GLA can support projects.

FIND OUT MORE

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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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