

# Sixth-form colleges and general further education colleges: Implementing Area Review recommendations

# Application form for Transition Grant

Please complete all relevant fields.

**Please note** that information provided on this application form, including personal information, may be subject to publication or disclosure in accordance with the access to information regimes, primarily the Freedom of Information Act 2000 and the Data Protection Act 1998.

This form is an application for a Transition Grant to support the delivery of a significant change resulting from an area review. This grant, if approved, is for the purpose of building the skills and capacity to drive forward the changes at pace.

Throughout this form, the term ‘college’ is used to cover both sixth form colleges and general further education colleges.

## Part A: Initial information

## 1. Basic details

|  |  |
| --- | --- |
| College (applicant) name |  |
| UK Provider Reference Number (UKPRN) |  |
| Name of principal |  |
| Principal’s email address |  |
| Telephone number  (Other contact number) |  |
| Main contact for the application process if not the Principal (include role, email address and telephone number) |  |

## 2. Area review status

|  |  |
| --- | --- |
| Which area review were you involved in? |  |
| Date of final Steering Group meeting?  *Please note that applications will normally only be considered if made within two months of the final Steering Group meeting* |  |
| What is the agreed recommendation(s) that relates to this application? (include reference to the recommendation in the minutes from the final Steering Group meeting) |  |
| Please name any co-applicants on whose behalf this application is made and who will benefit from this grant application (include the expected split of grant value and the expected split of the 25% contribution).  *Please note that applications are per significant change not per college/organisation.* |  |
| Please confirm that this will be the only grant application relating to this significant change and that this application has the support of other persons who will be party to that change. |  |

## 3. Eligible costs

### Funding can only be spent on relevant skills, through externally procuring advice or by temporarily bringing in additional staff, or services. Relevant skills are defined as project management, legal, finance, commercial, estates or turnaround expertise. Relevant services can include due diligence and asset/liability evaluation.

|  |  |
| --- | --- |
| What is your estimate of the **full** value of costs to which this grant will contribute? What is the amount of grant which is sought? |  |
| What are the key skills and/or services you propose to secure with this grant?  Please include the identity of the person(s) who will provide these skills or services and a brief description of their credentials to do so.  Please indicate proposed timescales for any key deliverables within your answer. |  |
| Where will skills or services be located/which college/new structure or co-applicant will benefit?  To whom will the person/s providing the skills or services report and be accountable? |  |
| How will this grant deliver progress towards successful implementation of the area review recommendation(s), including how it will support achievement towards relevant [benchmarks](https://www.gov.uk/government/publications/post-16-education-and-training-institutions-area-based-reviews)? |  |
| When will your expenditure start?  When will the expenditure be completed?  *Please note: any funding must be spent within one year of the final Steering Group meeting* |  |

## 4. Governance

|  |  |
| --- | --- |
| Has the governing body of the applicant college and (where applicable) the governing body (or equivalent) of co-applicants confirmed its/their intent to progress the recommendation of the area review covered by this application?  *(Please provide an extract of the relevant governing body (or equivalent) minute/s with your application)* | **Yes/No** |
| Has there been any development since the Area Review which might materially affect the ability of the applicant/co-applicants to implement the significant change to the college since the final area review steering group e.g: principal, chair of governors, structural operations, or financial circumstances? |  |

## 5. Restructuring Facility

|  |  |
| --- | --- |
| Are you also likely to apply for support from the Restructuring Facility to support full implementation of the recommendation?  *(Please note: this information is for planning purposes only)* | **Yes/No** |

## 6. Declaration

By submitting this application you confirm that:

* You have read the published text on these funds and understand the conditions which, if approved, will be replicated on a schedule to your EFA funding agreement;
* You understand that the contract schedule for this purpose will apportion the funds between the applicant and co-applicants. The applicant is responsible for disbursing the funds;
* You will provide a brief summary to the EFA about the use of funds provided through this application. This will be within 30 days of the final amount of the transition grant being spent, or at the latest within 30 days of the first anniversary of the final Steering Group meeting;

You have the authority of the applicant college’s Governing Body and co-applicants’ Governing Body (or equivalent) to make this application and have provided a copy of this application to the Chair and Principal (or equivalent) of the co-applicants;

* All the information included is true and accurate to the best of your knowledge;
* If there is a diocese, trust, or other body that appoints governors in your college, then that diocese, trust or other body is aware of, and supports your application;
* You understand that the grant will become repayable if this funding is not spent, not spent on eligible skills and/or services, not match funded or if it does not deliver the significant change in the planned timescales;
* If you are including any VAT in the eligible costs you confirm that product or service is not zero rated and that the VAT is not claimable as an input by the college;
* You accept that the EFA may ask for any additional information as it sees fit to assess your application and that as a condition of funding, you shall provide it;
* Should any information presented in this application be revealed to be false or misleading, your application may be rejected.

|  |  |
| --- | --- |
| Principal name  Principal signature |  |
| Date form was completed |  |

Please email the completed application form (in Word format) to the following address and mark your email as Transition Grant Application: [Enquiries.EFA@education.gsi.gov.uk](mailto:Enquiries.EFA@education.gsi.gov.uk).  
We will acknowledge receipt of your application within three working days and complete an assessment of your application within 30 days. © Crown copyright 2016