

# Stage 2 application form for the Strategic College Improvement Fund

**Please complete all relevant fields. Please complete this form only after you have submitted** [**stage 1 Strategic College Improvement Fund (SCIF) application form**](https://www.gov.uk/guidance/guidance-for-applicants-to-the-strategic-college-improvement-fund#stage-1-form) **and the SCIF assessment panel have confirmed that you have passed stage 1. Please refer to the** [**SCIF stage 2 assessment criteria**](https://www.gov.uk/guidance/guidance-for-applicants-to-the-strategic-college-improvement-fund) **when filling in this form.**

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.

## Applicant college and improvement partner college details

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|  | **Applicant College** | **Improvement Partner College** |
| College name |  |  |
| UK Provider Reference Number (UKPRN) |  |  |
| Name of Principal |  |  |
| Principal’s email address |  |  |
| Principal’s telephone number |  |  |
| Main contact for the application if not the Principal (include role, email address and telephone number) |  |  |
| Date of most recent Ofsted inspection |  |  |
| Ofsted grade for overall effectiveness (improvement partners must be rated 'good' or 'outstanding' for overall effectiveness at their most recent Ofsted inspection) |  |  |
| Ofsted subjudgement grade on the basis of which the college is applying: please specify the grade and subjudgement, e.g. ‘requires improvement’ for quality of teaching, learning and assessment. |  |  |

## Details of any other providers

If your programme of work involves providers other than your main partner college, please list those here. Insert additional columns as required.

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|  | **Provider** | **Provider** |
| Partner name |  |  |
| UK Provider Reference Number (UKPRN) if applicable |  |  |
| Name of the person at the partner college who is the main contact for this application |  |  |
| Email address of the person named above |  |  |
| Telephone number of the person named above |  |  |

## Please outline the programme of work you have developed with your quality improvement partner and how this will address the quality challenge(s) identified in your stage 1 application form (400 words maximum)

*It is important that your response explains how the programme of work is likely to effectively address the quality challenge(s) that you identified in your stage 1 application form. If appropriate you can refer here to any feedback you received at stage 1 and how you addressed this in developing your programme of work.*

*Your response here should complement the detailed breakdown of work provided in question 4. Questions 3 and 4 should together provide a full overview of your proposed programme of work.*

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## What are the specific activities of your programme of work and how will each activity contribute to your overall quality improvement programme?

Please break down the programme of work outlined in question 3 into a list of specific activities by completing the table(s) below. Either complete the table(s) below in word or use the spreadsheet at the following link: [*List of specific activities and risks.*](https://www.gov.uk/guidance/guidance-for-applicants-to-the-strategic-college-improvement-fund#stage-2-activities-risks)

Please insert additional rows and tables as required.

Workstream #1: (title) *Example: late for class policy*

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| **Description of activity** | **How will it help improve quality, and how it contributes to the overall quality improvement programme?** | **What are the concrete output(s) or product(s) you expect from the activity?** | **How will you measure whether the activity has been successful in achieving its goals?** | **When will the activity take place?** | **Who is responsible for delivering it?** | **How much will it cost?** Please provide a breakdown of costs. The total of all activities should add up to the total cost of the programme of work (including match funding) so please include overall management costs, etc. | **What will be the contribution of your quality improvement partner(s)?** | **Where will funding for this come from (i.e. grant, match funding, or a mix)?** |
| *Example: Introduce a ‘late for class’ policy.* | *Example: A consistent approach to being late for class will be implemented across the college. Higher levels of punctuality will result in greater respect for college requirements, minimising disruption to classes and improving behaviour, overall student learner experience and performance.* | *Example:*  *Improved punctuality from 80% current to 100% by the end of the programme*  *Improved learner experience*  *Improvements in student performance* | *Example:*  *New data will be collected on class lateness.*  *Existing outcomes data on student performance, and survey data on student experience will be monitored.* | *Example: October 2018 to February 2019* | *Example: Deputy Principal Curriculum and Quality* | *Example: total costs; breakdown of staff costs for programme development and implementation; costs for generating new data collection etc.* | *Example: Partner college will co-design policy based on their experience of a similar successful policy. Partner college will run workshops for staff to share experience from policy implementation and will also share best practice guidance to be adapted for colleges own use.* | *Example: £x (matched) and £x (SCIF funding)* |

Workstream #2: (title)

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| **Description of activity** | **How will it help improve quality, and how it contributes to the overall quality improvement programme?** | **What are the concrete output(s) or product(s) you expect from the activity?** | **How will you measure whether the activity has been successful in achieving its goals?** | **When will the activity take place?** | **Who is responsible for delivering it?** | **How much will it cost?** Please provide a breakdown of costs. The total of all activities should add up to the total cost of the programme of work (including match funding) so please include overall management costs, etc. | **What will be the contribution of your quality improvement partner(s)?** | **Where will funding for this come from (i.e. grant, match funding, or a mix)?** |
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| **Total costs for all workstreams (this is the total of the funding requested, including match funding)** |
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## What are the risks to the success of your programme of work, and how will you mitigate these? (400 words maximum)

*Please complete the risk register below to describe what the risks are to the success of your programme of work, including for each risk its likelihood of materialising, its impact and planned mitigation. Either complete the tables below or use the spreadsheet at the following link:* [*List of specific activities and risks*](https://www.gov.uk/guidance/guidance-for-applicants-to-the-strategic-college-improvement-fund#stage-2-activities-risks)*.*

*Please insert additional rows as required.*

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| **Description of risk** | **Likelihood of materialising** | **Impact** | **RAG rating pre-mitigation: Red/ Amber/Green** | **Mitigation** | **RAG rating post-mitigation: Red/ Amber/Green** |
| *Example: failure of partner college to deliver support* | *Example: Medium* | *Example: High* | *Example: Amber/Red* | *Example: Strong planning, regular reviews and communication, clear roles and responsibilities* | *Example: Amber/Green* |
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## Does your college have the resources and support for the programme of work (300 words maximum)?

*You should describe the financial, human, and other resources needed to successfully implement the quality improvement programme. You should also outline how the support of your leadership, teaching staff and other key stakeholders to the deliver programme of work can be demonstrated.*

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## What makes your lead quality improvement partner(s) well-suited to help you deliver this programme of work (300 words maximum)?

*Your response needs to demonstrate that the partner institution and any other providers have the expertise/know-how required to support the programme of work.*

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## Do your improvement partner(s) have the resources and flexibility required to provide the improvement services to help you deliver this programme of work (300 words maximum)?

*Your response needs to demonstrate that the partner college has played an active role in developing the programme of work, and that is has the staffing and resources required to actively participate throughout the entire course of your project.*

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## What are the main benefits and impacts from the programme of work? (300 words maximum)

*Your response should complement the detailed breakdown of work provided in question 4. Questions 4 and 9 should together provide the details of activities and the corresponding narrative of the benefits and demonstrate the scale and scope of these in terms of intensity and/or coverage.*

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## How will you ensure that the activities outlined for your programme of work demonstrate value for money (300 words maximum):

## What evidence do you have that the costs for the specific activities of your programme of work are reasonable and proportionate?

## How will the programme of work fund activity that is *additional* to current activities being undertaken by the college?

*Your response should provide evidence to support the specific costs of the activities set out in questions 3 and 4 above. This should show, for instance, the basis on which day rates have been calculated and how management costs are proportionate.*

*Your response needs to demonstrate how your proposed quality improvement grant will fund work that is additional to current activities (e.g. expansion or acceleration of activities that have already been planned; additional activities beyond those that are planned).*

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## How will the benefits from the programme of work be sustained over time (i.e. once the SCIF has been spent) (300 words maximum)?

*Your response should demonstrate how the improvements achieved will be sustained beyond the period of the SCIF grant e.g. through embedding improved practices, behaviours, systems and people in the college’s business as usual operations. You should indicate how you plan to build on the results of the programme.*

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## What strategies will you use to monitor the progress of your programme of work (300 words maximum)?

*The information here should show how progress will be measured over the course of the programme of work, and how the programme will be evaluated at its close. It should show how you plan to utilise existing datasets/monitoring arrangements or set up new datasets/monitoring arrangements to measure progress.*

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## Eligible costs

For guidance on eligible costs, please refer to the accompanying [guidance document](https://www.gov.uk/guidance/guidance-for-applicants-to-the-strategic-college-improvement-fund).

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| What is your estimate of the **full** costs of the programme of work outlined in this application? |  |
| What is the **amount of SCIF grant** that you are seeking? |  |
| How much funding will **your** **college** contribute towards this programme of work? **This must be at least 25% of total programme of work costs.** Applications with contributions under £25% will be rejected, unless you are requesting an exception due to financial health. In the latter case, please use this section to justify your request. |  |
| Please provide a breakdown of proposed expenditures (please check your figures, so that the total adds up to the full costs of the programme of work stated above) | |
| * For the period from 21 May 2019 to 20 March 2020. Activities during this period must utilise all SCIF grant funds that do not revert to the ESFA. |  |
| * For the period from 21 March 2020 to 20 May 2020. During this period, you may only make use of your college’s matching funding. |  |
| Please provide details of all colleges, persons or other providers that will contribute to your quality improvement programme (including your lead quality improvement partner and other partners). Please insert extra rows as necessary. | |
| * Name of college/person/provider |  |
| * Brief description of the services they will provide |  |
| * How much funding will they receive, and how has this amount been calculated? |  |
| * How much of that funding is from grant and how much is from match? |  |
| * The total of this college/ person/provider as a percentage of total cost of programme of work. **The support that the partner college provides to the applicant must account for at least 25% of the total costs of the programme of work (not the SCIF grant).** This funding will reimburse the costs incurred by the partner college for its services. |  |

## Governance

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| Does your college’s governing body support the quality improvement programme outlined in this application? |  |

## Declaration of the Principal and Chair of the Board of Governors of the Applicant College

By submitting this application you confirm:

* all the information included is true and accurate to the best of your knowledge
* you have read the published SCIF guidance (<https://www.gov.uk/guidance/guidance-for-applicants-to-the-strategic-college-improvement-fund>) and understand these conditions will be conditions of funding

you have the authority of your college’s governing body (or equivalent) to make this application

* your quality improvement partner college supports this application, and is committed to work with your college throughout the full SCIF-funded programme of work
* your college will make a single application to the SCIF
* you will provide the ESFA with any requested reports about the use of the SCIF grant funds that your college is awarded. A final report will be submitted to the ESFA within 30 days of the final amount of the **grant** being spent.
* you understand that the grant will become repayable if the grant funding is not spent by 20 March 2020; if the grant funding is not spent on eligible activities; if your college does not provide its required contribution; if reports on expenditures and outcomes are not submitted; and if the quality improvement programme (or variant thereof agreed with the DfE and ESFA) is not delivered within the planned timescale
* you will ensure value for money, seeking competitive costs for all activities and complying with the procurement governance as set out by your governing body
* you accept that total eligible costs may include irrecoverable VAT. However, no SCIF payment in excess of the agreed grant amount of the grant will be provided in relation to any VAT in addition to the amount of grant agreed
* you accept that the ESFA may ask for any additional information as it sees fit to assess your application and that as a condition of funding, you shall provide such information
* should any information presented in this application be revealed to be false or misleading, your application may be rejected. If grant monies have already be paid, they must be returned to the ESFA

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| Principal’s name  Principal’s signature |  |
| Name of Chair of Governing Body  Signature of the Chair |  |
| Date when form was completed |  |

## Declaration of the Principal of the Quality Improvement Partner College

By signing this application you confirm:

* all the information included is true and accurate to the best of your knowledge
* you have read the published SCIF guidance (<https://www.gov.uk/guidance/guidance-for-applicants-to-the-strategic-college-improvement-fund>) and understand these conditions will be conditions of funding
* your college (including its governing body or equivalent) supports this application, and is committed to work with the applicant college throughout the full SCIF-funded programme of work
* you accept that the ESFA may ask for any additional information as it sees fit to assess this application, and that you shall provide such information
* you will ensure value for money in all services that you provide to the applicant college

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| Principal’s name  Principal’s signature |  |
| Name of Chair of Governing Body  Signature of the Chair |  |
| Date when form was completed |  |

Please send the completed Stage 2 application form to [strategiccollege.improvementfund@education.gov.uk](mailto:strategiccollege.improvementfund@education.gov.uk). We will acknowledge receipt of your application within three working days. In most cases, applicants will receive notice of whether their application is successful within 30 days of the application deadline.

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