



Department
for Education

Guide to the T Level Capital Fund (TLCF)

June 2020

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1 Overview

T Levels are new technical study programmes that will sit alongside apprenticeships within a reformed skills training system. The reforms are at the heart of a skills partnership between government, business and education and training providers – a partnership that will create the skills revolution needed to meet the needs of the economy.

The Government has committed to bringing in T Levels on a phased basis starting from the 2020/21 academic year, which will see the introduction of the first three T Levels in the Digital, Construction and Education and Childcare routes. From September 2021 the remaining T Levels in these routes will be rolled out and an additional route will be introduced, Health and Science, bringing the total number of T Levels to 7, across 4 routes. T Levels are new two year, technical programmes designed with employers to give young people the skills that industry needs.

We have made a package of support available to ensure the new T Levels are delivered successfully from the start. This included £38 million of capital funding available to the first T Level providers, so young people taking the new technical courses have access to industry standard equipment and high-quality facilities to gain the skills and knowledge employers demand.

We are continuing this commitment to offer capital funding to providers teaching T Levels in academic years 2021/22 for which we have a budget of £95 million.

More information can be found in the [T Level Action Plan](#) published in October 2019.

1.1 About the T Level Capital Fund (TLCF)

The aim of the TLCF is to help eligible¹ providers have world class facilities for the delivery of T Levels. There are two elements of the fund:

- Specialist equipment allocation (SEA)
- Competitive buildings and facilities improvement grant (BFIG)

This guide is for eligible further education providers wishing to apply for a Building and Facilities Improvement Grant to support T Level delivery in 2021/22. This grant is not available for independent training providers.

¹ See - 3.1 Who Can Apply for BFIG

1.2 Important dates for T Levels bidding process (BFIG)

Milestones	Dates
Launch of funding round: Information for Applicants published and online application window opens	7 February 2020
Invite applications for fee support applications for technical support	7 February 2020 – 19 February
Confirm outcome of fee support applications	w.c. 9 March
Deadline for all BFIG applicants to submit applications	12 noon 26 June 2020
Project assessments	July 2020 – September 2020
Notify applicants of outcomes	End October 2020

Table 1: Dates for BFIG

Source: DfE

2 Specialist Equipment Allocation (SEA)

All providers that have been selected to deliver T Levels from September 2021 are in scope to receive this. You can read about the Specialist Equipment Allocation [\[here\]](#). You should not include specialist equipment costs in your BFIG application but you should complete the specialist equipment tab on the application form which enables you to tell us what your specialist equipment needs are.

3 Buildings and facilities improvement grant (BFIG)

This element of the funding is not available for independent training providers. Eligible providers should apply for a BFIG if you have a pressing need for capital funding to support the delivery of T Levels. For example, if your buildings are in poor condition, unsuitable for delivering T Levels or you have an estate at risk of becoming inefficient and your project can deliver high value for money.

This process will cover all pathways included in the T Level route(s) you will be delivering from academic year 2021/22, whether you are delivering all pathways within that route in 2021/22 or not.

For example if you are making an application for the construction route your application will need to cover your requirements for all pathways that you may deliver within this route, even if you plan to deliver only one construction pathway in 2021/22 and introduce further pathways in future. You will only be able to bid for BFIG funding for each route once. Please remember that the scale of your application should be proportionate to the number of pathways you are planning to introduce overall.

We have set out below the maximum grant that is available for the four different T Level routes per institution. It also sets out the minimum project value thresholds to be eligible for a building and facilities improvement grant. We will not assess projects of an overall value below these thresholds. If your project is below the minimum threshold you should not submit an application.

T Level route	Minimum project value threshold	Maximum grant
Construction	£200,000	£1,400,000
Digital	£200,000	£650,000

T Level route	Minimum project value threshold	Maximum grant
Education & childcare	£200,000	£500,000
Health & Science	£200,000	£650,000

Table 2: Project value and grant thresholds

Source: DfE

We must receive your BFIG application at or before 12 noon on 26 June 2020. We will not accept late applications.

3.1 Who Can Apply for BFIG

This is not available for independent training providers.

You are eligible to apply if:

- You are a provider on this list of [Providers selected to deliver T Levels](#); and
- You are an Academy, Further Education College, Higher Education Institution, School, Sixth Form College or University Technical College; and
- You have not previously been awarded a BFIG for the T Level route for which you are applying.

In order to be eligible to receive T Levels Capital you must continue to satisfy all the required selection criteria to deliver T Levels from September 2021

3.1.1 Multi Academy Trust (MAT)

Where an Academy is part of a Multi Academy Trust (MAT) the MAT will need to apply on behalf of the Academy.

3.2 Requirements of BFIG application

The BFIG is only available for projects which aim to provide and/ or improve a capital asset held by you in freehold or on a long lease (min 20 years remaining).

Your project should complete by September 2021 for all the pathways you intend to deliver within the T Level route applied for. In exceptional circumstances, we may consider applications for projects completing after September 2021. We would expect you to provide sound justification for later completion.

You may apply for part funding of a larger project which includes estate improvements beyond the T Level curriculum. In such a case the overall project may complete after September 2021, but you should present the T Level estates project as a separate phase which will be completed by this date. You should also separately identify the costs of the T Level elements of the project as we will base our grant offer on these costs only and the non T Level project costs cannot be used as match.

If your project is successful we will agree a grant payment profile with you. You will need to demonstrate that project spend will be incurred in our financial years 2020/21 to 2021/22 to receive the money you request. We will not allow any costs you incur on the project prior to the launch date to be eligible for funding and any costs you incur ahead of approval are entirely at your risk as we are unable to give any assurances that your project will be approved.

You must develop your project to the point where the costs and benefits are clear and realistic. This should be to Royal Institute of British Architects (RIBA) stage 2 or equivalent standard with supporting cost and designs, including floor plans and elevations. You must include a description of works to be undertaken, contractor quotations and/ or robust cost estimates in the application.

You must be able to commit to a firm budget and show your ability to deliver the project to timescale. To help reduce project costs and risks to delivery, you may want to develop your project beyond RIBA stage 2. We may also make our grant offer conditional on us undertaking a further review of your costs before contract award.

You can procure consultants and contractors, but these must abide by relevant public procurement rules.

3.3 Excluded costs

If successful your BFIG cannot be used to pay for the following costs:

- Specialist equipment (but we need you to identify this within the application²)
- Information and communication technology (ICT) software and hardware

² We will use this information as part of any affordability assessment we carry out.

- Items normally funded by revenue funding, e.g. annual software licence
- Rent service charges or routine maintenance works including servicing costs that would normally be funded from revenue budgets
- Internal staffing costs
- VAT that you can recover. You should only include VAT as part of project costs where this is non-recoverable
- Loose furniture, equipment and ICT infrastructure (cabling, wireless and switching) is only eligible as an essential part of a larger project.

3.4 Project requirements

Your project must be:

- planned for completion by September 2021 for all the pathways you intend to deliver within the T Level route applied for. In exceptional circumstances we may consider applications for projects completing after September 2021.
- for new building and or refurbishment works (including acquisition if required) which aim to provide and/ or improve a capital asset held by you in freehold or on a long lease (minimum 20 years remaining)
- developed to the point where the costs and benefits are clear and realistic. This should be to Royal Institute of British Architects (RIBA) stage 2 or equivalent standard with supporting cost and designs, including floor plans, elevation plans and outline specification. You must include a description of works to be undertaken, contractor quotations and/ or robust cost estimates in the application.
- have a firm budget and timescale for delivery. Depending on the complexity of your project, it may be appropriate for you to develop your project beyond RIBA stage 2 to help firm up project costs and reduce delivery risks
- for publicly funded T Levels education provision for students between the ages of 16 and 19 years
- accessible for all learners
- compliant with all applicable statutory duties³
- in accordance with relevant public procurement rules including, in particular, the Public Contracts Regulations 2015
- able to show a positive Net Present Value (NPV)

Projects should be completed for the start of the academic year.

³ You have a duty to make reasonable adjustments in relation to disabled students (i.e. avoiding as far as possible by reasonable means the disadvantage which a disabled student experiences because of their disability.) We expect you to demonstrate compliance with this duty when applying.

3.5 Match funding

Match funding means your contribution to the funded project plus any contribution from third party sources. You are expected to provide a minimum funding contribution equivalent to 50% of the project value from own or third party resources. That is, for every £1 from us, you should invest an additional £1.

We understand you may not be able to do this. If this is the case, you are still able to submit an application but any match waiver will be conditional on our agreement. You will need to include the relevant financial plan information as set out in section 4.4 and we will ask for evidence in your application to show you have exhausted all avenues of securing additional funding. Once we have this information we will determine any award following an affordability assessment. The assessment will seek to avoid placing you in a position where you are at risk of inadequate financial health.

3.6 VAT

You should obtain appropriate advice on your VAT liability as this will depend on the type of provider you are and the nature of the project works. You should exclude VAT from your project costs where you are not liable. However, if you are liable to pay VAT and you are unable to recover this then you should ensure that the project costs presented include this.

3.7 After you apply

We will consider your project against the essential requirements stated in Section 3.4. If your project does not meet all stated requirements in that section your application will not be progressed, subject to any broader value for money considerations.

We will then assess each application as described in Section 5. Our assessors will evaluate your project considering the information contained within your application. They will award your project a score based on a detailed and methodical assessment of your proposals and the supporting evidence provided. Scores for each criterion are then weighted as set out in the table below to arrive at a total score out of 100.

Assessment criteria	Weighting
Estates	50%
Skills (Student Numbers)	20%
Financial including value for money	30%
Total	100%

Table 3: Assessment criteria and weighting

Source: DfE

You will find further explanations about the requirements for the three criteria and what we are looking for in Section 5. They include details of the relevant sub-criteria and the factors taken into account in arriving at scores.

If your application is successful we expect you to enter into a grant agreement with us. This will require the funding to be used to fund the project for which the application is made and will lay down other conditions, including restrictions on the future use of facilities. You must agree any change to the scope of the works or specification with us before proceeding and we reserve the right to withdraw any grant offers made where significant changes are proposed.

We reserve the right to delay assessment of application(s).

4.0 How to apply for a BFIG

You must submit your application, including all supporting documentation, by noon on 26 June 2020 via e-mail to TLevelsW2.Capital@education.gov.uk. We recommend you submit your application in advance to avoid any delay that could lead to missing the submission deadline.

Your completed submission should consist of one application form per project (including combined projects where applicable) and any supporting material.

A checklist page must be included in the submission listing all documents that have been submitted and the number of documents.

Your application and all supporting documents must be 'compressed/zipped' into one folder that is no more than 25MB in size.

If your application and supporting information exceeds 25MB limit, then you will need to split your submission across a maximum of 2 emails. It is important to include the 'submission X of X' e.g. 'submission 1 of 2, and include an index page listing your attachments in each email so that we can check that all submissions have been received.

Should you wish to make any amendments or updates to applications prior to the deadline, please resubmit the whole application and all supporting documents to replace the previous submission. We will only refer to and review the latest submission.

4.1 File Names

Please ensure you use the following naming convention for your files when submitting your application. This is so we can check that all submissions have been received:

- Email Subject Title: [Provider name] [UKPRN number] [Submission 1 of X] [TLCF Application 2020]
- File Attachment Title: [Provider name] [UKPRN number] [Sections 1 to X] [TLCF Application 2020]
- For re-submitted applications, please re-send in the following formats:
- Email Subject Title: [RE-SUBMISSION- Provider name] [UKPRN] [Submission 1 of X] [TLCF Application 2020]
- File Attachment Title: [RE-SUBMISSION- Provider name] [UKPRN] [Sections 1 to X] [TLCF Application 2020]

We will only accept applications using the correct application form and associated templates. This includes any supplementary financial information you wish to provide. You can download these from GOV.UK

If you have any queries please email them to TLevelsW2.Capital@education.gov.uk using the following email naming convention. We will be issuing regular Q&A to all 2021 providers by email.

- Email Subject Title: Query TLCF 2020 - [Provider name] [UKPRN number]

4.2 Fee Support and Use of Technical Advisers

If you are eligible for BFIG and intend to submit an application you can apply for up to £20,000 fee support to help fund the costs of making your application, including external technical advisers. Details of eligible costs and how to apply are included at Annex 6. Fee support applications must be submitted to TLevelsW2.Capital@education.gov.uk by 12 noon on 19 February and we aim to confirm the outcome of your fee support application w.c. 2 March. If you receive fee support and do not subsequently submit an application for BFIG, you will be required to repay the support given.

Please ensure you use the following naming convention for your files when submitting your application. This is so we can check that all submissions have been received:

- Email Subject Title: [Provider name] [UKPRN number] [Submission 1 of X] [TLCF Fee Support Application 2020]

You can use technical advisers or representatives to help prepare your application and to deliver the works. They cannot apply on your behalf. We must deal with the responsible official at your institution.

The fees charged must be appropriate to the type and scale of the project. We expect you to challenge technical advisers on fees where appropriate. We do not normally expect these to be above 10% of the total project value. For larger projects, the technical complexity of the works may justify higher fees to cover extra surveys required to ensure you have taken into account all the risks and ground conditions. However, you must justify this in your application.

If you use a technical adviser they may also be working with other applicants. It is your responsibility to make sure that any evidence you submit applies to your institution.

You are responsible for the accuracy and relevance of the information submitted. If we find an error in the information you provide then this will influence your final score.

4.3 Applications for more than one project

You may submit one project application per T Level route that you plan to deliver in September 2021. You may alternatively choose to make an application for a single

project, which supports the delivery of multiple routes as long as you have not had any previous capital funding approval for any of the routes applied for. MATs submitting on behalf of a member academy can submit applications for each academy within their group for each individual T Level route they are delivering.

If you are submitting more than one application (e.g. MAT submitting on behalf of individual academies within the trust or you are delivering more than one T Level route) then we will assess each project independently. If you are submitting two or more applications and these are not for separate academies within a MAT then we will allow you to group these together into a single application and combine the maximum grant allowances accordingly. If you decide to submit separate individual projects there is no guarantee that if one project is successful the other one will be too. If you cannot deliver the project as a stand-alone project then you should combine them into a single application and we will assess on this basis.

You should include all your expected capital requirements for delivering all the pathways that you intend to deliver in the route as you will only have this one opportunity to make an application for funding these pathways, even if you plan to deliver some of the pathways in future years, not in 2021/22. You should ensure that projects submitted are appropriately scaled for the T Level curriculum or curricula of each pathway that you intend to deliver.

4.4 Your application must include

- a) **Application form** — you must complete the electronic form in full. You should provide succinct answers. The application form tells you the word limit for your response and we will not assess information provided after the word limits.
- b) **A summary estates strategy (see 5.3.1)** — if you are a university, further education or sixth form college you should provide this. It should not be longer than 4 sides A4 and should explain how the project fits with your medium to long-term estates plans.
- c) **Summary estate plans (see 5.3.1)**— if you are a school, academy or UTC you should provide a statement of not more than 4 sides A4 explaining what your estate plans are and how your project fits with your estate plans.
- d) **Costed strategic options analysis (see 5.3.1)**— you should complete this for all projects. It should be proportionate to the scale of the project submitted and show that you have given consideration to appropriate alternative options. You must ensure your project is the best option for cost / value for money and your stakeholders' needs. If you intend to buy land, build or purchase new buildings and/ or extend existing buildings, the alternatives you should consider must be appropriate. For example, if you intend to buy land you should show consideration of alternative sites or buildings.

- e) **A space needs justification for expansion projects only (see 5.2)** — you must provide this if your project will result in an increased floor area.
- f) **Evidence of condition (see 5.3.4)**— you should complete this if your project will improve existing condition C/D space to A/B space as described in section 5.4.4. and Annex 3.
- g) **Summary of RIBA stage 2 design information, where applicable (see 5.3.6)**— as a minimum, all projects should include floor plans and elevations (to the equivalent of at least RIBA Stage 2) and a full description of works to be undertaken. Projects of value over £500k should also include summary design information including consideration of planning issues, site/ building constraints, floor plans clearly identifying use, building materials/ specification, type of construction and service requirements etc.
- h) **Planning and other statutory consents (see 5.3.6)** — you should confirm whether or not planning consent is required for your project. Where applicable a copy of the planning consent should be provided if obtained or otherwise evidence that you have taken professional advice on planning issues. You should also ascertain whether any other statutory consents are required, for example Secretary of State approvals for development on school playing fields. You will find further guidance on this [here](#).
- i) **Planned project expenditure profile (see 5.3.6)** — you should complete this for the period from start of the project to the planned completion date. You must complete this form in line with our financial years, April to March. We will treat the expenditure profile you submit as final. We will not accept changes unless you have agreed these in advance with us.
- j) **Capital project delivery risk management plan (see 5.3.6)**— a requirement for all projects. You must provide your risk and impact analysis for the project. You must include how you will mitigate and manage these risks.
- k) **A detailed Gantt/ flow chart (see 5.3.6)** — you should include all key milestones and interdependencies.
- l) **Heads of terms agreement for acquisition and supporting open market valuations (see 5.3.6 and 5.6.1)** — you should provide these if your project includes building or land acquisitions you want us to help fund. Valuations provided should align to the project costs, be no more than 12 months old and be certified open market valuations. You will also need to include these if you intend to use these investments as match.
- m) **Project governance arrangements and confirmation of Governing Body approval (see 5.3.6)**— this should include an organogram setting out responsibilities for delivering the project and evidence governing body approval for your project application.
- n) **Building cost breakdown analysis (see 5.5.1)**— we have included a form that asks you to provide an analysis for each set of building works. You should

evidence that the project represents value for money. If you cannot show why all the costs are necessary your application will be unsuccessful.

- o) **Contractor quotations and cost estimates (see 5.5.1)**— you should take appropriate professional advice on costs and provide evidence to demonstrate that the project costs are realistic. This should include contractor quotations/ tenders and/ or advice from your cost consultant. Contract tenders must follow the relevant regulations and show the calculation workings for the estimate.
 - p) **Investment appraisal template (see 5.5.2)**— if your project value is greater than £1 million, your application will need to include a comprehensive investment appraisal. This must include assumptions using our latest version of the investment appraisal template. You must do this for the base case (do the minimum), alternative and preferred options. We will only provide awards to projects where the NPV analysis demonstrates it delivers the best value.
 - q) **Financial Plan templates (see 5.5.3) — All further education colleges and sixth form colleges must either**
 - i) submit an updated version of the Integrated Financial Model for Colleges with supporting commentary which takes account of your project and allowing for at least 1 year after project completion
- or
- ii) complete the [T Level Capital Fund Cash Flow Template](#) with supporting commentary.

All further education colleges and sixth form colleges that require a reduced match (less than 50% provider contribution) and choose to complete the [T Level Capital Fund Cash Flow Template](#) instead of the IFMC must also complete and submit the new Financial Health Calculator which is due to be published on 15 June.

In all cases you should submit all the information via e-mail together with the rest of your application and provide supporting commentary which takes into account your project. You must make sure any commentary/ information provided is consistent with the investment appraisal for your preferred option. Your financial forecasts should account for at least one year after project completion. If you need to acquire specialist equipment to support the project you should identify this within the relevant tab on the application form and ensure these costs are allowed for within the financial information provided.

If you need to acquire specialist equipment to support the project you should identify this within the relevant tab on the application form and ensure these costs are allowed for within the financial information provided.

- r) **Financial Plan Templates (Other Organisations - see 5.5.3)** - For all other organisations if you are requesting a reduced match funding then you must include updated financial information which takes into account your project. You must make sure any commentary/ information provided is consistent with the investment appraisal for your preferred option. Your financial forecasts should account for at least two years after project completion. If you need to acquire specialist equipment to support the project you should identify this within the

application form and ensure these costs are allowed for within the financial information provided. The information you need to provide depends on the type of provider you are:

- **For Local Authority maintained schools** you should provide an updated budget forecast return based on the usual pro forma that you submit annually to your Local Authority.
- **For Universities** you should provide a copy of the updated financial statement based on the usual proforma that you submit to the Office for Students
- **For MATs and Academies** You should provide the updated financial information in the [T Levels capital fund financial plan for academy trusts](#) setting out how the trust will manage the planned level of contribution and maintain financial health

Cash flow template (see 5.5.2) — For all organisations other than FE colleges and sixth form colleges a monthly cash flow for your organisation for a period of at least two years after project completion. In addition to your usual operational cash flows this should also include all expenditure on the project, anticipated grant funding and other funding sources for the project. For all applicants the cash flow template you need to complete is [here](#).

- s) **Financial risk management plan (see 5.5.4)**— you must complete this for all projects to show how you will manage these risks.

Borrowing – where you are including additional borrowing as part of the match funding you should provide evidence where the borrowing has been agreed. Where borrowing has still to be agreed with a lender you should provide evidence of what stage of discussions you are at with securing this finance. Where an FE college or sixth form college is requesting a reduced match funding it should provide evidence that it is not able to secure additional funding from a commercial lender.

- t) **All applications must be signed** — this must be by the responsible person within your organisation (college principal, chief executive or head teacher). In signing the application and agreeing to the declarations they will be endorsing all documentation.

You should keep your application information as brief as possible. You must adhere to the word limits stated on the application form. We will not consider information provided over and above the word limit. You should provide short, focused responses, supported by robust, quantifiable and achievable information.

We will only assess applications and information you submit if this is in the required format. We may check this against information we already hold. We cannot guarantee that we will consider or assess any information you provide beyond that listed above.

5 How we will assess your application

The project assessment criteria are summarised in Annex 5 and set out in more detail within this section. Each application meeting the essential criteria in 3.4 will be checked, assessed and scored according to:

- (a) whether it satisfies the eligibility and other criteria laid down in this Guidance, and contains all relevant supporting evidence requested or required; and
- (b) how well it meets each of the criteria and sub-criteria set out in the following sub-sections.

Where further evidence is required to support proposals or demonstrate claims, the evidence will separately be assessed and scored according to how well it supports or demonstrates such proposals or claims.

We may have applications which score the same but we do not have enough money to support all projects. If this happens, we will use the amount of category C/D Gross Internal Floor Area (GIFA) space your project will improve to give priority to projects.

5.1 Category of project

1. **Estates improvement project** – This is a project that will improve the condition of your estate. This includes refurbishment and/ or a new build/ acquisition. It must not increase the internal floor area. You need to show there is no increase in internal floor area (as a result of demolition or disposal where you build the new space).
2. **Estates improvement project with expansion** – This is a project that will increase your internal floor area. You will need to show why you need the increase in space. We will need to understand this in the context of your existing estate and student/ pupil numbers. You must need the increase to address existing overcrowding issues. We will not support projects where your growth is the key goal. We will assess projects on the same basis as estates improvement projects. If we do not think that you have justified the need for additional space we may decide not to fund the project.

5.2 Space Needs Assessment for Expansion Projects

You will need to show evidence of the need for the extra accommodation. You must provide a space needs justification if your project will result in an increased floor area.

If you are an academy, school, studio school or UTC your evidence should include:

- a net capacity assessment for the whole institution at the time of application, based on the existing buildings but also any new or remodelling work proposed
See <https://www.gov.uk/guidance/area-guidelines-and-net-capacity>.

If you are a sixth form college or further education college your evidence should include:

- an independent space utilisation survey and/ or specialist reports on space needs based on '[Management of Floor Space in Further Education Colleges September 2016](#)' issued by Building Knowledge Info (the RIBA/Association of Colleges Client Forum).

In addition, for all providers you should consider including the following to support your case:

- analysis of specific extra needs for T Level teaching and how your project will meet those needs and deliver any extra T Level specific benefits
- Ofsted or other reports on impact of the current shortage of space on teaching and learning
- independent evidence of overcrowding such as a curriculum analysis of all teaching showing what T levels would replace and how this impacts on the total number and type of teaching spaces
- an explanation or evidence of exceptional circumstances relating to capacity constraints including photographs
- letters supporting that additional space is necessary to maintain adherence to relevant standards

We reserve the right to visit providers to inspect the estate where additional space is requested and you may be required to submit additional evidence.

5.3 Estates Assessment

5.3.1 Relevance to estate management plans

Your project should meet your strategic objectives for the estate and be the right solution for addressing the estate need for delivering T Levels. The extent to which you will need to do this depends on the project that you propose to undertake.

You should provide evidence of how your project addresses estates need specifically for the T Level route(s) applied for and aligns to plans for the estate such as:

- Executive summary/ statement of estates strategy/ plans. This should show the need for your proposed project and that you have considered appropriate alternative options.
- A strategic options analysis. This should show that you have considered alternative options where appropriate. You should include a summary of your reasons for selecting your preferred option. You should base your analysis on professional advice. Where appropriate you should also include a feasibility study (Annex 1) this should consider value for money and your ability to deliver your

project. For projects costing over £1m you will also need to provide a Net Present Value (NPV) analysis of appropriate alternative options (see section 5.6.2 below)

- Strategy agreed by governors.

Sub-criteria	Scoring
Estates Need	You should make a clear case as to why the project is needed to support T Levels and how the project aligns to your existing estates strategy/ plans.
Options analysis	This should have a costed options appraisal with quantified benefits to support your solution. Where appropriate this should be supported by a feasibility study. If yours is a small project there should be a scaled options appraisal to support the solution.

Table 4: Estates need scoring

Source: DfE

5.3.2 Rationalisation and efficiency of the estate

Your project should show you are improving space which is inefficient and unfit for the purpose of delivering T Levels. This should aim to reduce operating costs, drive efficiencies and create space which is versatile, fit for purpose and tolerant to change within your existing estate and locality. We will not fund projects with a purpose of expansion into a new locality or market.

You should identify the changes in the gross internal floor area (GIFA) as part of your application. This should include the GIFA you want to renew or refurbish as well the GIFA you want to remove or demolish and any new build.

Evidence should include:

- GIFA before and after project
- GIFA acquisition/lease
- GIFA disposal
- GIFA demolished
- GIFA mothballed
- Overall reduction in GIFA of estate attributable to the project

Sub-criteria	Scoring
Reduction in area of provider estate	Projects which are able to demonstrate a reduction in GIFA will score marks according to the extent of rationalisation

Table 5: Rationalisation scoring

Source: DfE

5.3.3 Sustainability

If you are an **HEI, FE or sixth form college**, your project should show engagement with the Government’s sustainability and carbon reduction agenda.

You should provide:

- Evidence of formal carbon reduction plans and environmental accreditation standards that you have
- An explanation of how the project supports carbon reduction and/ or maintaining environmental accreditation standards

Your project design should consider the Building Research Establishment Environmental Assessment Method (BREEAM). We expect both new build and refurbishment projects to be equal to BREEAM 'Very Good'. You should tell us how your project will meet these standards in your application. We are not asking you to obtain and provide certification that your project meets these standards, but you may wish to do so.

If you are a school, you should refer to the sustainability and design standards within [Output Specification 2017](#) (OS) when preparing your project. The OS sets out the quality standards and performance requirements for school buildings and grounds. It comprises of Generic Design Brief and Technical Annexes, the contents of which are set out in Annex 2

Sub-criteria	Scoring
Design standards align to BREEAM 'Very Good' where applicable	Projects will be awarded marks for demonstrating how the design supports BREEAM 'Very Good' requirements
The project supports carbon reduction (colleges and universities)	Projects will be awarded marks for demonstrating how they align to existing carbon reduction plans and support carbon reduction
The project supports a recognised environmental accreditation standard (colleges and universities)	Projects will be awarded marks for how they align to existing recognised environmental accreditation that you have and support the environmental standard
The project complies with Output Specification 2017 (schools and academies)	Projects will be awarded marks for demonstrating how the projects aligns to sustainability design standards within Output Specification 2017

Table 6: Sustainability scoring

Source: DfE

5.3.4 Addressing estates condition

Condition grading

Where appropriate you should include independent condition surveys. This should primarily focus on the estate that is being used for delivery of the T Level curriculum and support space where appropriate. Surveys should contain specific condition grading and prioritisation ratings i.e. (condition grade A to D (from 'as new' through to 'inoperable' condition) and priority rating 1 to 4 (from 'immediate action required' through to 'work required in 5+ years'). Definitions of building condition grading can be found at Annex 3.

Condition Data Collection (CDC)

A CDC report presents data collected following a visual, non-intrusive data collection exercise and can be used to prompt further investigation.

The CDC report is not a condition survey and so the data presented is high-level. A CDC report can be used to support your application, but on its own it will not be sufficient to make a full assessment of the application. We will expect to see additional evidence, e.g. a full condition survey, when assessing applications.

Condition survey

A [condition survey](#) provides an assessment of the physical condition of the building. The survey should identify the building's deficiencies and maintenance issues.

The condition survey should focus on the areas that will be addressed by the project and provide a clear understanding of the current condition of the building both internally and externally.

This should include a detailed assessment of the consequence of any delay or failure to undertake the proposed work. You should provide specialist evidence to support the specific issue.

Your evidence must include:

- the qualification of the surveyor
- clearly show the GIFA and condition category, including an analysis of the areas that are specifically being used for T Level delivery
- current and projected GIFA and condition of estate (improvement from condition C/D to A/B) after project, including the improvement to areas used for T Level delivery

Other evidence of condition should also include:

- supplementary CDC information where relevant
- clear, sufficiently detailed and relevant photographs
- letters about compliance from appropriately qualified professionals relevant to the specific issue e.g. from fire officers or electrical engineers
- Ofsted or other reports on the impact of facilities on teaching and learning

You may have a survey that is not graded as described above. If so, you must ensure the condition grading and prioritisation rating are clearly explained so our assessor can understand the information.

Sub-criteria	Scoring
Amount of accommodation used for T Levels that is improved from condition categories C/D to category A/B (measured in terms of GIFA)	Projects will be evaluated on the basis of the amount of poor condition space that is improved to category A/B space.

Table 7: Condition scoring

Source: DfE

5.3.5 Addressing essential Health and Safety issues

We will award marks for projects that address essential Health and Safety issues. The need for these works should be evidenced within the condition survey and relate to accommodation that is needed for T Level delivery. The requirement to undertake the works and impact on T Level delivery needs to be fully explained within the application and the timescale for when these works are required to be undertaken needs to be clear to score marks within this area.

Category	Priority Level
Legislation compliance and health and safety, for example emergency asbestos removal, gas safety, water services	Highest
Life expired condition replacement where there is a risk of building closure, for example structural failure, utility capacity/ connections, mechanical and electrical systems	Med

Table 8: Health and safety issues priority levels

Source: DfE

5.3.6 Demonstration of project planning and deliverability in all projects

Our assessors must be able to see that you have developed your project to a standard that is appropriate and will be deliverable within the time frame proposed, taking account of potential risks.

Your evidence should include (subject to the size and scale of the project):

- planned expenditure profile completed in DfE financial years, April to March.
- summary of RIBA stage 2 design information where applicable, including floor plans, elevations and design specification.
- for schools and academies, confirmation that and design standards comply with [Output Specification 2017](#)
- a comprehensive risk assessment on project delivery with mitigations
- evidence of agreed heads of terms on any land or property acquisitions/ disposals
- master planning for the project including milestones chart / a detailed programme plan or Gantt chart
- project governance arrangements (organogram)
- copy of planning approval/ pre-planning advice or any planning evidence
- the project delivery team including professional appointments you intend to make to deliver the project
- or all of the above in a feasibility study

We expect to see greater levels of detail for large, high value projects. There is further information on conducting a feasibility study at Annex 1.

It is your responsibility to consult your local planning authority to check if you need planning permission before you apply to the fund. Your application should show if you need planning permission and if you have consent from the local planning authority. If you need to get permission, you must show the time scale for obtaining consent and consideration of any risks associated.

You may need extra approvals from us if you are an academy with a project that involves the purchase, lease or sale of land or buildings. Please read [Academy property transactions: advice and forms](#) which contains the forms and associated property information notes.

Sub-criteria	Scoring
Relevant design information provided – RIBA Stage 2, floor plans, elevation plans, outline specification for works,	Projects will need to demonstrate that they have been designed and costed to a standard that gives confidence that the project delivered will be as presented. Costs should be supported by contractor quotations or professional advice as appropriate.

Sub-criteria	Scoring
consideration of planning	
Delivery Plan	You must provide a realistic delivery plan (Gantt chart or similar). This should include key milestones for the project size and clearly demonstrate that the project is deliverable within the required time frame.
Project Governance arrangements	We will need to be satisfied that appropriate governance arrangements are in place for delivery of the project with clear reporting and responsibility lines.
The project delivery team	The nature of the project delivery team will depend upon the scale of the project. You will need to demonstrate that appropriate professional support is being obtained, including project management, design and cost advice as appropriate.
Project delivery risk	You need to consider the risks, likelihood, impact and how you mitigate these. You will score low marks where there are concerns over your ability to deliver the project and/or it lacks a sufficiently detailed delivery plan and risk register for the size of the project.

Table 9: Project planning and deliverability scoring

Source: DfE

5.4 Educational/Skills Assessment Criteria

5.4.1 Direct benefits to T Level students

You should provide projections, backed up by analysis of the number of full time students that you expect to be taking each T Level route in the first year and following three years.

To identify these students you should use 2018 to 2019 end-year data from the Individualised Learner Record (ILR) and the school census. Students that meet all of the following criteria are eligible for consideration within your year 1 (2021-22) baseline:

- full-time, that is those with total planned hours recorded as above 540 if aged 16 or 17 and 450 hours for an 18 year old
- students that have met the qualifying start period for their study programme
- students aged 16, 17 and 18
- students aged 19 to 24 with an education, health and care plan

- students who were enrolled in 2018/19 on a level 3 programme, with a vocational core aim, which is within the SSA(s) relevant to the T Levels (see [here](#)) that will be available for delivery in the 2021 to 2022 academic year (and is of a relevant qualification type)

Students who are 19 years old at the beginning of their 2 year programme (and who do not have an education, health and care plan) are not included.

Relevant qualification types used to identify qualifying students

Relevant qualifications used are those that are:

- level 3 technical or vocational qualifications
- at least 360 Guided Learning Hours (GLH) (the size of an A level)
- within the sector subject areas (SSAs) for the route in which the T Levels sit as illustrated [here](#)
- categorised as an Occupational Qualification, Other General Qualification, QCF Qualification or a Vocationally- Related Qualification

Student numbers should be provided on a route basis for each route applied for. We expect that the number of 16-19 year olds learners taking T Levels will grow over time. For the purposes of this bid (only) you should assume you will reach steady state for T Level delivery in academic year 2024/25 and give us your annual projections up to then.

You will need to provide a robust justification case on your proposed 2021 year starts which should include an explanation on how you will engage with existing students in scope to take the T Level.

Information on the occupations covered by each T Level and outline content can be found in the [occupational maps](#) and core content for each T Level.

You should allow for reasonable growth in your student number projections to 2024/25. You will need to explain and justify your student number growth plans. This should take into account demographic growth, any structural changes (within your organisation or mergers) and your plans to engage students in T Level qualifications.

Our assessment will be based on your estimated T Level students in learning in 2024/25 AY. This is assumed (for this purpose only) to represent steady state.

Your project may provide indirect benefits to your greater student population. If this is the case please tell us about this in your application

Sub-criteria	Scoring
Number of students taking T Level route applied for in AY2024/25	Marks will be based on the justified numbers of students taking the T Level route (i.e. sum of pathways within each route) for which funding is applied for. Higher student volumes will be awarded the higher marks. Note: we expect all T level students to be full time.
Analysis of T Level student starts compared to existing students taking equivalent qualifications ⁴	Marks will be based on the strength of the justification case made on student numbers.
Growth	Marks will be based on the strength of the justification case made for any growth in student numbers

Table 10: Direct benefits to T Level students scoring

Source: DfE

5.5 Financial Assessment

5.5.1 Demonstration of appropriate costs in all projects

We expect all successful projects to demonstrate value for money and cost certainty. Project costs should be within an appropriate cost range for the type of works proposed

Your evidence should include (subject to the size and scale of the project)

- copies of open market valuations reports on acquisitions and for disposal if receipt is contingent on project match funding
- cost plan (breakdown of costs) appropriate to the size and scale of the project
- hard copies of quotes/estimates/a summary of any tender exercise attached as part of evidence
- details of procurement route
- market testing to demonstrate additional/abnormal costs, where appropriate

⁴ Equivalent qualifications are those falling within the relevant sector subject areas to the route, as set out in annex 4

- details of specialist equipment required for delivering the T Level (not part of project costs)

Your cost plan should be realistic about the level of professional fees, allowances and contingency. This should be appropriate to the scale and type of the project, and the level of work already undertaken to establish price certainty.

Cost overruns will be at your expense.

5.5.2 Investment appraisal and value for money

You must complete a [cash flow template](#) to enable an assessment of your financial position. We will also consider your financial performance over recent years as part of our assessment process.

You must meet [Treasury Green Book](#) requirements on value for money. Requests for a waiver of match funding will be subject to an Affordability assessment which will include a requirement to complete updated financial plan information.

Your evidence must include:

- the [investment appraisal template](#) – for projects of value over £1 million your application will need to include comprehensive investment appraisals, including assumptions using the investment appraisal template in respect of the base case (do the minimum), alternative and preferred options.
- letters of funding commitment from other sources (if applicable)

5.5.3 Financial forecast information (for Further Education Colleges and Sixth Form colleges or any providers where requesting reduced match)

For further education colleges and sixth form colleges we will use the information you submit in the updated [Integrated Financial Model for Colleges](#) or the [T Level Capital Fund Cash Flow Template](#) and the new Financial Health Calculator which is due to be published on 15 June together with supporting commentary to determine your ability to fund the project and make decisions on requests for reduced funding match.

For all other providers if you are requesting any waiver of match funding you must provide the updated financial information in accordance with the pro formas as set out in section 4.4 and give us information about your own resources and/or third party project funding. You should include loan finance, disposal proceeds and other public sector grants. Your financial forecast should cover a period of at least two years after project

completion. You should provide a commentary which is consistent with the investment appraisal (if required) for the preferred option.

The money you need for specialist equipment should not be included as part of the project costs but you should include this as a cost within the financial forecast provided and any NPV analysis. We intend to make an allocation in Spring 2020 as a contribution towards specialist equipment costs. If you tell us you cannot afford the normal match funding, our Finance team will carry out a review. We will look at your financial forecast to determine the appropriate level of match funding based on an affordability assessment. Where match funding is reduced due to the expected costs of specialist equipment we reserve the right to recover this from the specialist equipment allocation.

For the purposes of the financial plan you should assume that the T Level students will be funded at the published [indicative rates](#).

5.5.4 Financial risk management plan

You must include a comprehensive financial risk management plan. Your assessment must identify key risks, likelihood, impact and mitigation to manage risks. If your financial health is inadequate, you will need to show how risks will be adequately managed.

Sub-criteria	Scoring
Overall costs	Your project should have a clear scope with costs in line with sector benchmarks. Your cost elements must appear reasonable and where there are 'abnormal' or high costs you must justify them. Your project is unlikely to be successful where the level of costs are above expectations with no clear justification. For example, if there are excessive professional fees, allowances and contingency. Acquisitions and disposals that are contingent on funding should be supported by open market valuations
Cost certainty	Your tenders/quotes should be thorough and well evidenced. They should have fixed prices and be in line with the expectations relative to the size of the project. You will score low marks where there is no evidence of tenders/quotes attached to the application or they are inadequate for the size of the project.
Financial Risk	A financial management risk plan is required. This needs to demonstrate that you have considered and mitigated against financial risks attributable to delivery of the

Sub-criteria	Scoring
	project, in particular the consequences of a reduction in income and an unexpected increase in project costs

Table 11: Financial risk management scoring

Source: DfE

We are unlikely to award money if you score very low marks in any part of the Financial assessment. This is regardless of how your project performs against other criteria.

6 If your bid is successful

If we approve your project you will receive a letter from us confirming this and setting out the terms of grant.

We will ask you to accept the terms by signing and returning a copy of the grant offer letter within two weeks of receipt.

We will send a grant offer letter only when we have received a copy of the minutes confirming governing body approval for your project.

We reserve the right to recover funds from you in the event that your project costs (including VAT savings) are lower than we approved, or there is evidence you have not used them for the agreed purposes.

Our terms of grant will require you to use the premises funded for supporting the T Level curriculum for 20 years. If you decide to withdraw from T Level delivery we reserve a right to recover any capital grant we have paid.

In the event that we decide to recover and you can show that you have amortised/written down some or all the costs it may not be necessary to claw back in full.

Please note that funding is only confirmed once we have received a signed copy of your grant offer. You should refrain from issuing communications regarding the success of your application until after we have announced all results of the round.

7 Acceptance of Applications

Payment of grants is discretionary and the Department is under no legal obligation to accept any application or to pay any grant in response to any application whether or not the Applicant meets the relevant criteria and whether or not funds are available.

Neither the invitation to apply for funding, nor any communications with you or your representative or agent, nor any other communication in respect of the process, will be deemed to create any legally enforceable agreement, expectation, promise or representation (express or implied) that the Department will accept any Application or make any payments. The Department reserves the right not to award grant funding for some or all of the available funding for which Applications are invited.

The Department reserves the right to amend, add to or withdraw all or any part of the invitation to apply at any time during the application process and prior to the relevant deadline for receipt of applications, for whatever reason.

Annex 1

Options Analysis Feasibility Study

A feasibility study looks at the viability of the proposed project with an emphasis on identifying potential problems and attempts to answer one main question: will the project work and should the DfE approve it so you can proceed with it?

For all TLCF projects the feasibility study should include an evaluation and analysis of the proposed project against realistic alternative options. This should be based on a detailed proposed scope of works and extensive investigation of the current site and property. It should confirm that all aspects of the project have been effectively considered and that the selected option will provide the best chance of success and value for money.

The aim of the feasibility study is to objectively and rationally identify the strengths and weaknesses of the proposed construction scheme. You should provide information on opportunities, issues and threats that could be present and could either support your project or create problems. You also need to confirm the resources required to deliver the project on time and on budget.

The feasibility study for the project on the proposed site should include, but not be limited to:

- independent condition survey/consultant report or detailed survey (with floor plans) and specialist reports (e.g. structural) appropriate to size and scale of project and estimated costs.
- clear, sufficiently detailed and relevant photographs
- letters of compliance e.g. from fire officers or electrical engineers (where appropriate)
- detailed scope of works to illustrate how the elements identified above will be addressed.
- who are the professional Project Management team and what is their track record
- what is the design solution and why will it work
- options appraisal demonstrating that the proposed project delivers the best value estates solution.
- benefits/constraints of the project
- a detailed project and resource plan
- a comprehensive risk assessment with mitigations
- evidence of prioritisation
- master planning for the site and a business plan (where applicable)
- project context for wider site (where applicable)
- pre-planning advice or any planning evidence (where applicable)
- how is this project affordable and able to demonstrate value for money
- a robust cost plan that is appropriate to the size and scale of the project.
- procurement strategy demonstrating value for money
- a minimum of 3 quotes and/or a tender report that is consistent with the project specification
- cash flow forecast
- market testing to demonstrate additional/abnormal costs, where appropriate

- evidence of how costs will be managed and driven down
- letters of funding commitment from other sources (if applicable)

Annex 2

Generic Design Brief for Schools Only

	Generic Design Brief	Technical Annexes	
Section	Content	Annex	Content
1	Context and Key Principles	1A	Definitions of Spaces: Mainstream Schools
		1B	Definitions of Spaces: SEND and Alternative Provision
2	Buildings and Grounds	2A	Sanitary ware
		2B	External Space and Grounds
		2C	External Fabric
		2D	Internal Elements and Finishes
		2E	Daylight and Electric Lighting
		2F	Mechanical Services and Public Health Engineering
		2G	Electrical Services, Communications, Fire and Security Systems
		2H	Energy
		2I	Controls
3	Fittings, Furniture and Equipment	3	Fittings, Furniture and Equipment
4	ICT Design Requirements	4	ICT Responsibility Matrix
			Building Performance Evaluation Methodology

Annex 3

Building Condition Grading Definitions

A - As new	GIFA of space typically built within the last 5 years, or may have undergone a major refurbishment within this period.	Maintained / serviced to ensure fabric and building services replicate conditions at installation. No structural, building envelope, building services or statutory compliance issues apparent. No impacts upon operation of the building.
B - Sound	GIFA of space operationally safe and exhibiting only minor deterioration.	Maintenance will have been carried out and only minor deterioration to internal / external finishes. Few structural, building envelope, building services or statutory compliance issues apparent. Likely to have only minor impacts upon the operation of the building.
C - Operational	GIFA of space for which major repair or replacement needed in the short to medium term (within 3-5 years).	Requiring replacement of building elements or services elements in the short to medium term. Several structural, building envelope, building services or statutory compliance issues apparent, or one particularly significant issue apparent. Often including identified problems with building envelope (windows / roof etc.), building services (boilers, chillers etc.). Likely to have major impacts upon the operation of the building, but still allow it to be operable.
D - Inoperable	GIFA of space at serious risk of major failure or breakdown.	Building is inoperable, or likely to become inoperable, due to statutory compliance issues or condition representing a health and safety risk or breach. May be structural, building envelope, or building services problems coupled with compliance issues. The conditions are expected to curtail operations within the building.

A - As new	GIFA of space typically built within the last 5 years, or may have undergone a major refurbishment within this period.	Maintained / serviced to ensure fabric and building services replicate conditions at installation. No structural, building envelope, building services or statutory compliance issues apparent. No impacts upon operation of the building.
		Exclude very minor items which can be rectified easily.

Annex 4

T Level Route equivalent qualifications – relevant sector subject areas

T Level Route	Section Subject Area (SSA)
Digital	<ul style="list-style-type: none">· 6.1 ICT practitioners· 9.3 Media and communication
Construction	<ul style="list-style-type: none">· 5.1 Architecture· 5.2 Building and Construction· 5.3 Urban, Rural and Regional Planning
Education and Childcare	<ul style="list-style-type: none">· 1.5 Child development and well-being· 13.1 Teaching and lecturing· 13.2 Direct learning support
Health and Science	<ul style="list-style-type: none">1.1 Medicine and Dentistry1.2 Nursing and subjects and vocations allied to medicine1.3 Health and Social Care2.1 Science

Annex 5 Estates Management Guidance

We expect you to manage your estate effectively. We have published guidance on [Good Estate Management for Schools \(GEMS\)](#). Depending on your role, you may not need to read every section. Some sections are of particular interest to leaders, governors and trustees of schools. Others more at school business professionals and those involved in the routine management of the estate. Whatever your role, you should read the [fundamentals of good estate management](#) and use the [tool](#) provided to assess your organisations approach.

Further [tools](#) are also available to help you make sure your organisation has the right skills, processes and policies in place.

Annex 6

T Levels Capital Fund Project Development Fee Support Grant for Preparation of Applications for T Levels Capital Support Grant (BFIG)

1. The Department acknowledges the commitment you are making in completing and submitting an application for T Levels capital in a limited timeframe. In order to support the development of your project during this stage, the Secretary of State has agreed to provide you with financial support, up to a maximum of £20,000.
2. These funds are being provided by the Secretary of State by way of a grant under Section 14 of the Education Act 2002. This grant is to cover the period from the invite to bid stage up to the submission of your application only.
3. This money is agreed for the purposes of funding any relevant activities required to support completion of the capital application. The Project Development Fee Support Grant will be available to cover providers' external professional costs incurred in developing T Levels capital applications for funding support. Examples of eligible spend include:
 - preparation of estate strategies which are under-pinned and driven by the strategic requirements of providers, including robust option appraisals with realistic delivery/implementation plans
 - undertaking specialist surveys (for example asbestos, services, building condition and structural surveys) required to develop a capital project
 - professional fees for preparing a feasibility study to assess options identified in the property strategy
 - professional fees for developing a capital project – design team, cost consultants, town planning and procurement
 - any external costs of developing the capital application for submission to the Department for grant support

- improving the value for money of the bid.
4. This money is to be spent only on activities contributing directly to the capital application, and where the sole purpose of the activity is to support the application. You must be able to clearly demonstrate how each activity funded by the support grant has contributed to the completion of the application.
 5. This grant is dependent on the applicant providing the Department with a completed capital application by the submission deadline date (12 noon 30 April 2020). Fee support applicants who do not submit a satisfactorily completed BFIG application will normally be required to reimburse the grant allocated.
 6. Applicants will have to confirm that the funding will be used in accordance with the above conditions and that funding from the Department can be spent by 30 April 2020 and that all fee costs applied for relate to expenditure incurred from the date that the Round 2 T Levels Capital Fund was launched. The Department will reserve the right to claw-back any funds that have not been used in accordance with these criteria.
 7. The Department will also require you to submit a use of funds statement providing a detailed account of how the support grant has been spent, supported by appropriate proof (including receipts, invoices and contracts for any external spend). This will need to specify where and how funded activity has contributed to the completion of the application, including specific references to report content where applicable. The use of funds statement must be provided on the required pro forma [INSERT LINK](#) by 30 June 2020.
 8. The Department is entitled to recover any funding provided where it has grounds to believe that the monies have not been used for the purposes for which the grant has been allocated by the Department.
 9. If the applicant submits a completed application but does not spend the full grant amount, then any underspend will either be carried forward for successful applications or recouped for unsuccessful applications.
 10. Any Project Development Fee Support Grant we allocate to you will be included within the T Levels capital grant allocation we agree for your project if it is successful (i.e. it is not additional grant). You should therefore include your project application costs within the total costs of your submitted project and account for this grant within the overall grant requested for your T Levels capital project within your application.
 11. Submitting a BFIG application does not commit the applicant to delivering the full project. The Department will not recoup support grant monies if the applicant subsequently decides not continue with the full project, as long as the support grant has been spent appropriately on the application.
 12. The provision of this grant does not influence or constitute the Secretary of State's final approval for the proposed T Levels capital project. This decision will be made through a competitive process.

13. Please note, that the applicant has an obligation to retain all accounting records relating to the grant funded activities expenditure and income for a period of at least 7 years from the date on which the Grant Agreement ends. Input and output VAT shall be included as separate items in such accounts. From time to time it may be that the Department, and / or its representatives, including representatives of the National Audit Office, may require sight of these financial records. The applicant is required to provide access to or copies of such financial records upon request.

If you would like to take up the offer of this support grant, then please complete sign and return a copy of the T Levels Capital Fund Project Development Fee Support Form (INSERT LINK) to TLevelsW2.Capital@education.gov.uk by 12 noon on 17 February 2020.

Annex 7

Definitions and glossary

T Level – Technical Level

TLCF – T Level Capital Funding

SEA – Specialist Equipment Fund

BFIG – Building and Facilities improvement grant

DfE – Department for Education

ESFA – Education Skills Funding Agency

AoC – Association of Colleges

AY – Academic Year

BREEAM – Building Research Establishment Environmental Assessment Method

CDC – Condition Data Collection

Expansion project – A project that will increase the estate gross internal floor area

FE – Further Education

FTE – Full Time Equivalent student

GEMS – Good Estate Management for Schools

GIFA – Gross Internal Floor Area

ICT – Information Communication Technology

LEP – Local Enterprise Partnership

LLDD - Learners with learning difficulties and/or disabilities

MAT – Multi Academy Trust

Matched Funding – Providers financial contribution to projects through their own funding sources.

MCA – Mayoral Combined Authority

NPV – Net Present Value

OS – Output Specification

RIBA – Royal Institute of British Architects

SAPs – Skills Advisory Panels

SEN – Special Educational Needs

SEND – Special Educational Needs and Disabilities

UTC – University Technical College

1

Source: Source of data



Department
for Education

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