

**Insert name**

Position/title

Company name

Address line 1

Address line 2

Address line 3

[*Insert date*]

Dear Sir/Madam,

**Re: Grant Offer Letter for School Direct (Salaried). NCTL 4/2013 (SDS)**

This Grant Offer is made between:

(1) **The Secretary of State for Education** and

(2) **[*name of the body*]** of **[*address*]** [*with Charity Commission registration number or Companies House Registration number*].

This letter confirms that a grant will be awarded for School Direct (Salaried) programmes in accordance with the amounts stated on the [Funding for ITT Web page](https://www.gov.uk/funding-initial-teacher-training-itt). These funds are to be used solely for the purpose of delivering Initital Teacher Training (ITT). The School Direct Operations manual sets out the arrangements for administering this Grant. Grant funding levels may be adjusted from time to time to reflect recruitment data and trainee data in accordance with Annex E. This grant is subject to the Department for Education [Grant Terms and Conditions](http://www.education.gov.uk/schools/careers/traininganddevelopment/initial/b00204256/itt-funding-and-allocations/financial-requirements).

This Grant Offer Letter, relevant annexes and the Grant Terms and Conditions together make up the Grant Funding Agreement.

Any grant paid by the Secretary of State will be paid pursuant to the Education Act 2002, section 14, and will accordingly be paid only in respect of approved expenditure incurred by your institution for the purpose of the funded activities.This letter must be read in conjunction with the relevant annexes:

**Annex A** - Acceptance of Grant Offer and effective date

**Annex B** -Not applicable

**Annex C** - Not applicable

**Annex D** - Not applicable

**Annex E** - Details of Grant Allocations

**Annex F** - List of Objectives for which the grant is being paid

**Annex G** - Annual Certification of Expenditure (external auditor /accountant’s report arrangements)

**Annex H** - Not applicable

**Annex I** - Exit Plan

**Annex J** - Progress Report Template

To accept this offer of funding, we require you to complete all highlighted sections in the Grant Offer letter, except Annex G and Annex J which you can complete at a later date, sign annex A and return all pages of the letter back to the Department for Education at [gfa.nctl@education.gsi.gov.uk](mailto:gfa.nctl@education.gsi.gov.uk).

Yours sincerely,

Greg Burke

Deputy Director

Performance and Analaysis Division

# Annex A - Acceptance of Grant Offer and effective date

## School Direct (Salaried) NCTL 4/2013 (SDS). This Grant Funding Agreement is effective from the date of signing

|  |  |
| --- | --- |
| Signed by a person authorised to sign on behalf of the Secretary of State | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in DfE |  |

As representative of [*insert name of the body*] I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement [Terms and Conditions](http://www.education.gov.uk/schools/careers/traininganddevelopment/initial/b00204256/itt-funding-and-allocations/financial-requirements) as contained on its website.I agree to comply with the notified terms and conditions of the grant on which the offer is made.

|  |  |
| --- | --- |
| Signed by a person authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

|  |  |  |
| --- | --- | --- |
| **Principal contacts** | **Department** | **[name of the body]** |
| Contact name/Postal address | Michelle Moore, NCTL, DfE |  |
| Position | Head of ITT Funding |  |
| Telephone no. | 01616001374 |  |
| Email address | [GFA.NCTL@education.gsi.gov.uk](mailto:GFA.NCTL@education.gsi.gov.uk)  [michelle.moore@education.gsi.gov.uk](mailto:michelle.moore@education.gsi.gov.uk) |  |

# Annex E - Details of Grant Allocations – School Direct (Salaried) NCTL 4/2013 (SDS)

In accordance with the School Direct operations manual, the grant will be paid to Lead Schools in 11 monthly instalments from September to July of the academic year or from the next calendar month following receipt of this signed grant Funding Agreement to July if it is received later than August.  Initial grant payments (from September to November) may be adjusted to reflect Recruitment levels. The Education Funding Agency (EFA), on behalf of The National College for Teaching and Leadership (NCTL), will make the monthly payments and recipients will receive payment within the first 5 working days of each month.  Lead Schools that are Academies, Academy Chain Head Offices, Free Schools, Independent Schools or Sixth Form Colleges will receive the monthly payment directly from EFA. The grant will be paid to the Local Authority by EFA if the Lead School is Local Authority maintained.  Local Authority maintained Lead Schools will need to work with their Local Authority to ensure that arrangements are in place by September so that payments can be made to ITT Providers and participating Schools in a School Direct Partnership, where required.

Recipients of grant funding will receive remittance advice from the EFA containing the amount of payment, the name of the Lead School and Provider.

Lead Schools will be able to access the [ITT Extranet](https://ittprovider.education.gov.uk/extranetlogin.aspx) to view the funding summary.

This grant amount may change each month to reflect changes to the number of allocated places and any grant funding uplifts payable such as for trainees at schools with free school meal eligibility above 35% or qualifying trainees under the Troops to Teachers programme. Please refer to the extranet every month following payment, to view your funding summary.

NCTL will write to Lead Schools before the start of the academic year with instructions on how to access the [ITT Extranet](https://ittprovider.education.gov.uk/extranetlogin.aspx).

**Recovery of Funding**

All grant funding will be recovered as a result of:

* under-recruitment against allocated places;
* trainee withdrawals;
* early completion of training;
* The location of any partner school that employs the trainee in the ITT year being in a lower funding area than the Lead School.

# Annex F – List of objectives for which the grant is being paid – School Direct (Salaried)

## 1 Background

1.1 School Direct allows schools to request training places directly; select the accredited provider of teacher training they want to work with; agree the content and focus of the training programme depending on their needs and negotiate directly with the provider on how the money for training should be divided. School Direct Training Programme (salaried) is an employment-based route for high-quality experienced graduates with at least three years’ work experience.

## 2 Aim

2.1 [insert name of the body] shall use all reasonable endeavours to:

* Work in partnership with your accredited ITT provider to design and deliver training solely for the purpose of enabling trainee teachers to meet the standards for QTS.

## 3 Objectives

3.1 [Insert name of the body] shall use all reasonable endeavours to:

* Select and recruit the highest quality candidates to programmes of ITT.
* Design and deliver high quality programmes of ITT, in partnership with the accredited provider.
* Rigorously assess trainees against all of the relevant standards for QTS, and only support the recommendation of those trainees that have been deemed to have met them.
* Use the funding issued to you under this agreement to achieve the aim set out above.
* Distribute the funding issued to you under this agreement only to your partners, in accordance with your partnership agreement.  Failure to do so may result in the suspension of your funding and alternative payment arrangements being put in place to your ITT provider/s and other schools in your partnership.
* Demonstrate propriety and adequate controls in your financial management, and comply with relevant financial reporting or governance requirements.
* Comply with the NCTL data requirements and requests as stipulated in all NCTL guidance.

## 4 Complying with new Government policies

4.1 The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.

# ANNEX G



[*Insert date*]

Dear Sirs,

## Re: Annual Certification of Expenditure

Given the volume of the grant recipients administered by the Department, we are unable to enter into individual tailored engagement agreements.

In order to ensure that your auditors/accountants can proceed, it is our intention to publish a set of standard terms of engagement that will be available on our website.

By publishing the above document the DfE confirms that these pre-agreed terms will form its agreement with the grant recipient and the reporting auditors/accountants.

Annex G – Annual Certification of Expenditure

**Annual Certification of School Direct (Salaried) Expenditure for the Year** [20XX-XX]

(i) [*insert name/address of the body*] NCTL 4/2013 (SDS)

(ii) [*insert name/address of the external auditor/accountant/organisation*]

Dear Sirs,

## Re: School Direct (Salaried)

This certificate is provided to [*name of grant recipient*] to enable it to comply with the Department for Education (DfE)’s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained a *reasonable* assurance that the expenditure, for which grant of [*insert £XX*] for the year ending [*insert date*] was paid, was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of [insert name of the *body*]’s income and expenditure.

In our opinion, having carried out our work in all material respects, the expenditure for the year ended [*20XX – XX*] and the grant conditions have been met and the grant funding has been spent for the intended purposes.

This report is made solely to [Insert name of the body] to be produced to the DfE. Our work has been undertaken so that we might state to [Insert name of the body] those matters we are required to state in a report and for no other purpose.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature / Name of external auditor/accountant or equivalent] [Position in organisation]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of the body] senior officer or equivalent] [Position in organisation]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# Annex I – Exit plan – School Direct (Salaried)

**This standard exit plan should be used by all grantees. If you wish to amend the standard exit plan in any way please contact us.**

## Introduction

Although the Department does not seek to exercise detailed control of the activities of [insert name of the body], it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of [insert name of the body] and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.

1. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and [insert name of the body] acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.
2. The Department shall be entitled to disclose the contents of the exit plan to any future bidder for the Grant (or its equivalent).

## Objectives

1. The objective of the exit plan is to ensure:
2. an orderly and smooth transition of the grant funded activities from [insert name of the body] to a successor body or the Department at the expiry or termination of this Grant;
3. the continuation of grant funded activities;
4. that there is no undue favour to [insert name of the body] in any future competition for the Grant (in whole or in part); and
5. that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

## General

1. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the successor, as the case may be, in order to achieve such transition.
2. When such endeavours and co-operation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated with providing such assistance and the Department shall pay such reasonable charges.
3. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

## Exit Planning

1. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.
2. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

## Assistance

1. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex F until the date of expiry or termination or transfer of the Grant (as appropriate).
2. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

## Assets Register

1. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.
2. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

## Transfer of the Department's Data

In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in

1. any event, within one month of notice of termination, deliver the Department's data, including the following:
2. an inventory of the Department's data and any other data available for transfer;
3. a data structure definition (where relevant) covering all available Departmental data; and
4. a proposed method for testing the integrity and completeness of the Department's data transferred.

## Documentation and Access

1. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:
2. the work programme, objectives/targets, and other services delivered by you under this funding agreement;
3. any software, including third party software and any hardware used in connection with the delivery of the activities;
4. software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third party software identified by name of supplier, term of Grant, and charges payable under the Grant; and
5. any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.
6. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

## Transfer Support Activities

1. You shall co-operate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.

# Annex J – Progress Report Template – NCTL4/2013 (SDS)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name:** |  | **Theme/Grant Ref no:** | NCTL 4/2013 (SDS) |
| **Report Period:** | **Year (20XX-XX)** | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Activity completed in this period:** | | | | | |
|  | | | | | |
| **Evidence:** | | | | | |
|  | | | | | |
| **Progress on objectives/delivery plans:** | | | | | |
|  | | | | | |
| **Please provide details of any slippage in delivery plans and reasons for this if applicable:** | | | | | |
|  | | | | | |
| **Please provide any other information which you think might be helpful:** | | | | | |
|  | | | | | |
| **Authorised By:**  **Chair of the Governing Body**  **The Accounting Officer** |  | **Name:** |  | **Date:** |  | |
| **Position:** |  |