# Department for Education logo Trust Capacity Fund 2023-25 – Application Form

This application form, from the Department for Education (DfE), is for academy trusts, and local-authority-maintained schools forming a new multi-academy trust, who wish to apply for the Trust Capacity Fund (TCaF) 2023-2025. The application period will run between 1 November 2023 and 25 June 2024.

Before completing the form, please read [Trust Capacity Fund: information for applicants 2023-202](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund)5 carefully. Please ensure you then complete all relevant sections, expenditure plan and declarations, as otherwise we may be unable to consider your application. The [application checklist](#_Application_checklist) on the next page will help you with this.

Throughout this document, ‘DfE’, ‘the department’ and ‘the Authority’ refers to the Secretary of State for Education.

## How and when to submit your application

Please email your completed application form to the grant team at [TCAF.GRANT@education.gov.uk](mailto:TCAF.GRANT@education.gov.uk). Please include your organisation’s name and ‘Trust Capacity Fund Application’ in the email subject field.

As explained in the [information for applicants](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund) guidance, applications will be assessed, and awards made in the month following each application window across this period. These application windows are shown in Table 1 below.

|  |  |  |
| --- | --- | --- |
| **Application window** | **Window 3** | **Window 4** |
| **Window opens** | 1 Nov 23 | 1 Mar 24 |
| **Submission deadline** | 1 Feb 24 | 25 Jun 24 |

**Table 1: TCaF 2023-2025 key dates**

Your application must be linked to a clearly defined growth project that has been approved by a [regional director](https://www.gov.uk/government/organisations/regional-schools-commissioners/about) (RD) since 1 January 2023 for window 3 applications, and 1 January 2024 for window 4 applications.

## Data protection

The personal data collected in this form will be used to consider your application for TCaF and not for other purposes. For the purposes of the Data Protection Act 2018, the department is the data controller and will hold all personal information you supply securely for as long as we need it for TCaF, after which point it will be securely destroyed.

The full privacy notice for TCaF can be accessed on gov.uk.

# Application checklist

| **Pre-application tasks to complete**  Check that you have: | **Yes** | **No** |
| --- | --- | --- |
| Used the [Trust Capacity Fund: information for applicants 2023-2025](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund)  to check that your project is likely to be eligible for funding |  |  |
| Submitted, or are preparing to submit, an eligible growth project to your RD, which will receive a decision within the dates outlined in [Table 1](#Table1) for the application window in which you are applying |  |  |
| [Contacted the relevant RD office](https://www.gov.uk/government/organisations/regional-schools-commissioners/about) to query or clarify any aspect of the TCaF or the guidance before submitting your application |  |  |
| **Application tasks to complete**  Check that you have: | **Yes** | **No** |
| Submitted sufficient information on all the following areas: |  |  |
| Section A – organisation details |  |  |
| Section B – project outline |  |  |
| Section C – project details   * + deliverability, including planned activities   + value for money, including costs using the expenditure plan   + sustainability   + trust development statement response ([EIA](https://www.gov.uk/government/publications/education-investment-areas/education-investment-areas) applicants only)   + compliance and governance |  |  |
| Attached the completed [expenditure plan](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund) |  |  |
| Not included any links, pictures or other media in your application as these will not be accessed |  |  |
| Completed the declaration of interests |  |  |
| Signed the declaration. In doing so, you acknowledge that you have read the [Trust Capacity Fund: information for applicants 2023-202](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund)5; that your application meets all relevant criteria; and that, to the best of your knowledge, all the information provided in your application is accurate. |  |  |
| Emailed your completed application form to [TCaF.GRANT@education.gov.uk](mailto:TCaF.GRANT@education.gov.uk), with the title “Trust Capacity Fund Application – [your organisation’s name]” |  |  |

# Application form

## Section A – organisation details

|  |  |
| --- | --- |
| **Name of trust or school** | Click or tap here to enter text. |
| **Address of trust or school** | Click or tap here to enter text. |
| **RD region in which your trust or school is based** | Choose an item. |
| **Group ID (trusts only)**  You can find your Group ID (also known as a Trust ID) by searching for your trust in ‘Find an establishment group’ on  [Get information about school](https://get-information-schools.service.gov.uk/)s | Click or tap here to enter text. |
| **Companies House number (trusts only)**  You can find your Companies House number by searching for your trust in ‘Find an establishment group’ on  [Get information about school](https://get-information-schools.service.gov.uk/)s | Click or tap here to enter text. |
| **URN (schools application only)**  You can find your URN by searching for your school in ‘Find an establishment’ on  [Get information about school](https://get-information-schools.service.gov.uk/)s | Click or tap here to enter text. |
| **Contact name and role**  Here and below, please provide the details of a technical point of contact (the person dealing with the detail of the application / project), not those of your accounting officer | Click or tap here to enter text. |
| **Contact telephone number** | Click or tap here to enter text. |
| **Contact email address** | Click or tap here to enter text. |

## Section B – project outline

|  |  |
| --- | --- |
| **Strand of TCaF to which you are applying**  It is up to you to decide which strand to apply to, based on the details of your linked growth project. Remember that projects that involve taking on underperforming schools in Education Investment Areas (EIA) and other places of higher need stand the greatest chance of success. | Strand A1: For projects in which your trust will take on or be created from at least 5 schools, one of which must be an inadequate or requires improvement school in an [EIA](https://www.gov.uk/government/publications/education-investment-areas/education-investment-areas) (a list of local authority districts within EIAs can be found in the ‘Information for Applicants’ Annex A).  Strand A2: For projects in which your trust will take on at least one inadequate or requires improvement school in an [EIA](https://www.gov.uk/government/publications/education-investment-areas/education-investment-areas) (a list of local authority districts within EIAs can be found in the ‘Information for Applicants’ Annex A).  Strand B – For projects in which a trust takes on **either** (select one box only)  at least one inadequate or requires improvement school outside of an [EIA](https://www.gov.uk/government/publications/education-investment-areas/education-investment-areas).  **or**  **any** school within an [EIA](https://www.gov.uk/government/publications/education-investment-areas/education-investment-areas) (a list of local authority districts within EIAs can be found in the ‘Information for Applicants’ Annex A).  Strand C – For trusts taking on good or outstanding schools outside of an EIA |
| **Region in which your project will be based** | Choose an item. |
| **Date your growth project was / will be discussed by advisory board (if known)** | Click or tap here to enter text. |

**Details of the school(s) intending to join your trust, including their name(s), URN(s), phase of education, current Ofsted rating(s) and local authority district.** You can find this information by searching for the school(s) in ‘Find an establishment’ on [Get information about school](https://get-information-schools.service.gov.uk/)s (Add more lines below if required).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School name** | **URN** | **Phase** | **Current Ofsted rating and date** | **Local authority district** |
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| **A brief outline of the growth project you have submitted/will submit to your RD** | Click or tap here to enter text. |

## Section C – project details

For this section, please note:

* we reserve the right to reject any application that does not provide sufficient or satisfactory evidence for any of the questions.
* answers must only contain text and (where appropriate) numbers. We will not assess any links, pictures or other media included in any answer.
* answers must relate to the specific question and not refer to information provided in response to other questions.

### Deliverability

Please detail, in no more than 200 words per question:

| **How you will use any TCaF funding awarded by the department to implement your TCaF project** | Click or tap here to enter text |
| --- | --- |
| **The risks you have identified to successful delivery of your TCaF project and your plan for mitigating these at both trust and school level, according to your scheme of delegation** | Click or tap here to enter text. |

**Planned activities**

Please download and use the [expenditure plan](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund) to detail your planned activities, including costings, for your TCaF project. Your plan should clearly set out a description of each activity, the dates between which each activity will take place and the individual cost of each activity.

There is a second tab within the expenditure plan that shows a completed example and the level of detail expected. Grant activities must **not start** before the dates listed in [Table 2](#Table2). These dates are determined by the application window in which you are applying. The grant is now designed so that planned activities only commence post notification of the grant award. This is different to previous rounds.

**Table 2: TCaF 2023-2025 grant activity start dates**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Window 3** | **Window 4** |
| **Planned grant activity start date** | 1 Apr 24 | 1 Aug 24 |

Please note that this expenditure plan will form the basis of any grant offer letter issued, if you are awarded funding, and you will be expected to commit to deliver against the plan submitted in your application so you must be confident of its delivery.

Where there are DfE budget constraints, it is likely that individual award amounts will be capped below the original amount in your application. You should prioritise activities in your expenditure plan accordingly. Please see the [expenditure plan](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund) for details.

For all strands in windows 3 and 4, TCaF 2023-25 is a single financial year scheme and all activities must be completed by 31 March 2025.

### Value for money

Please detail in no more than 200 words:

|  |  |
| --- | --- |
| **How you will achieve value for money**  Please provide evidence of the ways in which this work will bring capacity to your trust and the consequential benefits that this will bring to students across your trust and in the geographical area in which you are working. Consider in your response the importance of using benchmarking to demonstrate the efficient use of public funds. | Click or tap here to enter text. |

### Sustainability

Please detail in no more than 200 words:

| **How you will ensure that your proposed project is sustainable and will continue beyond the life of this programme of work**  Please provide evidence of how any funded activities will be embedded in your business-as-usual operations, including accountability for making it happen. Please also provide details of how your trust will be able to afford to pay for any newly funded capabilities beyond the relevant funding window. | Click or tap here to enter text. |
| --- | --- |

### Trust Development Statement Response\*

Please detail in no more than 200 words:

| **How will you meet the expectations outlined in the** [**Trust Development Statement**](https://www.gov.uk/government/publications/education-investment-area-eia-trust-development-statements-tds) **for the EIA (for strands A1, A2 and applicable strand B applications only) in which your project is based?**  You should outline evidence in support of your track record and/or your potential to deliver against the requirements of the area. Not all requirements must be delivered against, but we would expect significant delivery against at least some of the needs detailed in the respective TDS statement. | Click or tap here to enter text. |
| --- | --- |

\*For applications including growth projects in EIAs only (strands A1, A2 and applicable strand B applications only). A list of local authority districts within EIAs can be found in the ‘Information for Applicants’ Annex A.

### Compliance and governance

Please provide the details of your chair of trustees, accounting officer, chief financial officer, trustees and members (adding more rows as required). If you are forming a new trust, please provide details of the proposed post holders.

As well as their names, you must include their **individual** email address (not, for example, ‘admin@trust.org’) and the date they were appointed.

|  |  |  |
| --- | --- | --- |
| **Name** | **Email address** | **Date/planned date of appointment (dd/mm/yyyy)** |
| Chair of trustees: |  |  |
| Accounting officer: |  |  |
| Chief financial officer: |  |  |
| Trustee: |  |  |
| Trustee: |  |  |
| Trustee: |  |  |
| Trustee: |  |  |
| Trustee: |  |  |
| Member: |  |  |
| Member: |  |  |
| Member: |  |  |
| Member: |  |  |
| Member: |  |  |

If these details are not listed on the [Get Information About Schools (GIAS](https://get-information-schools.service.gov.uk/)) register, you must update them prior to submitting your application, or on setting up the new trust. A guidance video explains [how to update your academy trust contacts on GIAS](https://youtu.be/qLVxLq-Jyqc).

# Declaration of interests

The department requires that applicants declare any conflicts of interest. A conflict of interest is ‘a set of circumstances that creates a risk that an individual’s ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest. The perception of competing interests, impaired judgement or undue influence can also be a conflict of interest’.

In deciding which interests to disclose, those affected by this declaration should ask whether, in the opinion of a fair-minded and informed observer, the interest would suggest a real possibility of bias.

If you declare an interest, we will take a decision on how these will be managed.

| **Could the personal interests of any party to this application or those of family members or friends be deemed to benefit from this application should it be funded?** | Yes  No |
| --- | --- |
| **If yes, please provide details** | Click or tap here to enter text. |
| **If you have declared a conflict, please explain how this will be managed** | Click or tap here to enter text. |

| **Are there any other interests you wish to disclose?** | Yes  No |
| --- | --- |
| **If yes, please provide details:** | Click or tap here to enter text. |

# Declaration

**\*\*This must be signed by your accounting officer, which will normally be the chief executive if your organisation is a trust or the headteacher if it is a school \*\***

I confirm that the information provided in this application is correct to the best of my knowledge and meets the criteria. I further confirm that if the application is successful, we will:

* agree to a School Resource Management Advisor visit as a condition of funding, where deemed appropriate by the department
* commit to meet the English Baccalaureate and/or phonics standards set out in the [Trust Capacity Fund: information for applicants 2023-202](https://www.gov.uk/guidance/apply-for-the-trust-capacity-fund)5 as a condition of funding, where deemed appropriate by the department
* agree to update [GIAS](https://get-information-schools.service.gov.uk/) with the details of your chair of trustees, accounting officer, chief financial officer, trustees and members, where required
* deliver our project as per the requirements outlined in the guidance document
* agree to use the allocated funding to deliver the named project(s), in line with this application and according to the terms and conditions of the grant
* have appropriate systems and processes in place to secure delivery and achieve value for money
* start and complete the project by the dates set out in this application and notify the department at the earliest possible opportunity if any slippage or delay occurs, or if any underspends emerge
* accept the [DfE grant funding agreement: terms and conditions](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions) and grant assurance process
* acknowledge all costs associated with our bid are borne by us and the Authority is in no way liable for any costs incurred in responding to this tender
* acknowledge the Authority may vary or cancel this tender at its sole discretion at any time
* acknowledge that this application may be declined should any information be deliberately withheld or misrepresented that is later found to be material in considering the application

I confirm that the organisation named in this application has given me the authority to complete this application on its behalf.

| **Signature** |  |
| --- | --- |
| **Position** |  |
| **Print name** |  |
| **Date (DD/MM/YYYY)** |  |

Please note that the signature must be an electronic signature.

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