



Homes
England

The Housing and Regeneration Agency

Recycled Capital Grant Fund (RCGF)

Annual Return for Year End 31 March 2025

Guide for Providers



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1.INTRODUCTION

This document guides you through the submission of your annual Recycled Capital Grant Fund (RCGF) return for the year ending **31 March 2025**. The RCGF always ends on **31 March**, even though your accounting year may be different.

The return requires you to record details of grant which has been credited to your RCGF during **1 April 2024 - 31 March 2025** and how the grant has been/will be spent.

Your annual RCGF return must be submitted electronically using Homes England's Investment Management System (IMS) no later than **30 June 2025**. If you anticipate any difficulties in meeting this deadline, please contact RCGF@homesengland.gov.uk as soon as possible.

The [Capital Funding Guide - 7. Grant Recovery - Registered Provider - Guidance - GOV.UK](#) (CFG) is referenced throughout this guidance and before submitting your annual return we strongly recommend you review the Sections referenced, alongside this guide.

2.RCGF BACKGROUND

When a grant funded property is no longer being used for the intended purpose Registered Providers (RP's) must repay or recycle the grant.

Historical grant includes Housing Association Grant, Social Housing Grant, and Social Housing Assistance. Grant vested in a property is recoverable when a 'relevant event' is triggered.

Below are some common scenarios that trigger a relevant event;

- Where the property is sold/disposed - Relevant Event 7(o) or 7(t);
- Where a shared ownership staircasing occurs and further shares are sold. This includes full staircasing to 100% - Relevant Event 7(o);
- Where an owner redeems all or part of an equity loan secured by an equity mortgage either voluntary or when selling the property - Relevant Event 7(s);
- Where the property changes use - Relevant Event 7(l);
- Where the property is demolished - Relevant Event 7(n);
- Where the property becomes void for longer than twelve months - Relevant Event 7(m) or;
- If an RP opts to de-register – Relevant event (i)

Further details on relevant events can be found in the CFG, Chapter 7, Section 2 . The CFG stipulates that RP's must notify Homes England 14 days in advance of any relevant event by submitting a [historical grant notification form](#) to Grant_Notifications@homesengland.gov.uk.

Where it is agreed that the grant can be recycled, the RP must credit the grant amount to their RCGF account, on the date the relevant event took place.

When a Provider has determined the use for recycled grant, funds can be withdrawn from their RCGF and applied to the new use. Permitted (non-priority) uses of RCGF requires prior approval from Homes England. Withdrawals from a RP's RCGF should be fully debited when a scheme achieves the first payment milestone, usually Acquisition or Start on Site. The recycled grant remains recoverable and can be recycled again in the future.

RCGF must be spent within 3 years on Homes England's priority/permitted uses, as set out in the CFG, Chapter 7, Section 6. Providers must seek Homes England's approval to rollover grant that has reached the 3 years or more thresholds. If you wish to seek a rollover please contact RCGF@homesengland.gov.uk to receive a business case template.

All rollover requests are assessed on an exceptional case-by-case basis and are reviewed in conjunction with the annual RCGF returns. Approval is within Homes England's absolute discretion.

3.CONTACT INFORMATION

If you have any queries relating to:

Historical Grant, please email: Grant_Notifications@homesengland.gov.uk

Recycled Grant, please email: RCGF@homesengland.gov.uk

4. FREQUENTLY ASKED QUESTIONS

Who is required to submit an annual RCGF return?

RPs must submit an RCGF return if they undertook one or more of the following:

- Credited their RCGF with historical grant during the year.
- Debited funds from their RCGF during the year.
- Repaid any sums from their RCGF to Homes England during the year.
- Completed a transfer of engagements during the year.
- Had a balance remaining in their RCGF at the end of the previous year (even though they may not have repaid, credited, or debited their RCGF during the year of the return).

What should I do if I operate inside and outside of London?

If you operate both inside and outside of London you will need to submit two annual returns, one to Homes England and one to the Greater London Authority.

What should I do regarding any grant that has been reclaimed during development?

Grants reclaimed and repaid to Homes England during a scheme's development period must be excluded from this return. This would include a tranche of grant advanced too early and returned to Homes England, grant returned upon re-approval of a scheme, or grant returned on review of final or interim costs.

What should I do if I want to repay grant rather than recycle it?

If you choose to repay grant to Homes England and not credit it to your RCGF you do not need to include these sums in your annual end of year return. However, you will still need to complete a return if you have undertaken any of the activities listed above. If you only repay grant and have not undertaken any other activity, then you are not required to complete a return.

If you wish to repay any historical or recycled grant back to Homes England, please discuss this with us first. Contact details can be found in Section 3.

What can I do within IMS concerning my organisation's annual RCGF return?

- View previous electronic RCGF returns.
- Create a new return for the year ending **31 March 2025**.
- Complete, certify and submit your new return.
- Cancel this year's certification and submission to edit your return later, provided this can be resubmitted prior to the deadline **30 June 2025**.

What can't I do?

- View or print the returns of other Registered Providers, only your own.

Facilities not available to you in IMS will appear greyed out and may sometime deliver a warning message to say that the option is unavailable.

What if I need to amend the submission after the deadline?

If, for any reason, a provider's submitted return needs to be amended after the deadline then the return can only be unsubmitted by Homes England to enable any necessary changes to be made. Please contact RCGF@homesengland.gov.uk to request this to be done.

What if I miss the submission deadline?

Please contact RCGF@homesengland.gov.uk to discuss this.

5. IMS ACCESS AND SECURITY

To use IMS, you will need a user ID to access the system.

If your organisation is already registered on IMS then please contact your primary security administrator (PSA) to set you up on IMS. The PSA creates new users and assigns the appropriate authorities to each user.

An IMS user, with the relevant authorities, can enter, edit, and submit a return.

To enter data in an annual RCGF return, you will need the security authority 'Input RCGF return' added to your User ID.

To submit an annual RCGF return to Homes England, you will need the security authority 'Submit RCGF return' added to your User ID.

Organisations who do not have access to IMS should complete the [Investment Management System \(IMS\) registration and authorised signatory pack](#) and email it to servicedesk@homesengland.gov.uk. ***Note: Please ensure that you reference in the registration request that access is needed to submit your annual RCGF return.***

If you have a query regarding the registration or want to receive a response, please contact Homes England Service Desk by either emailing servicedesk@homesengland.gov.uk or calling on 01908 353 604 quoting your incident (INC) number.

The IMS system is accessed through a secure portal (Citrix). You will need to install Citrix on every computer you need to access IMS from. Guidance on how to install Citrix can be found here; [how to install Citrix to access the Investment Management System](#)

Your organisation can apply to change your security administrators by completing the security administration form in the registration and authorised signatory pack mentioned above, stating the new or amended signatory's name and telephone number. (This must be submitted on your headed paper).

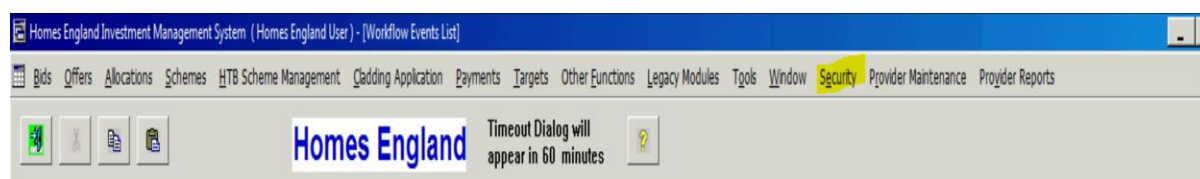
Your organisation can have up to a maximum of 4 authorised signatories, with any changes to each being submitted on a separate form.

All users can request a password reset, the below video demonstrates how to do this;

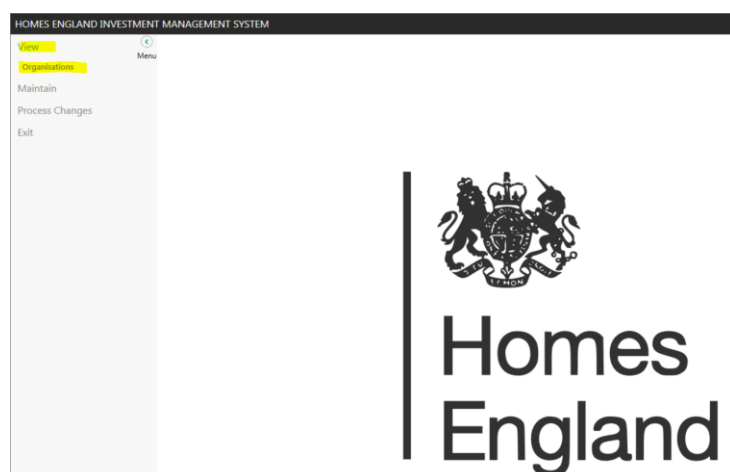
https://www.youtube.com/watch?v=ggH3y7dHm5g&list=PLGw_Zy-F2yTu5dzlJkvxVzjrgbzQgiwzi

How to identify your organisations security administrator

From the main menu in IMS select security.



The 'security screen' will be displayed, select view and then organisations.



Enter your organisations registration number and click find.

View Organisations

Search

Code

Name

Operating Area

Citrix ID

Primary Security Administrator User ID

Click on the 'i' Symbol under action to view the organisations user details.

Code	Name	Operating Area	Action
------	------	----------------	--------

The administrator type identifies primary and secondary users.

User Name	User ID	Administrator Type	Email Address	Telephone Number	Password Expiry
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How to view IMS users access levels

Select maintain and then organisation users.

'Maintain organisation user' screen will be displayed.

Enter your organisations registration number again and click find.

HOMES ENGLAND INVESTMENT MANAGEMENT SYSTEM

View

Menu

Maintain

Security Administrators

Organisation Users

Funder Users

Authorities

Permissions

Process Changes

Exit

Maintain Organisation Users

Search

Organisation Code

×

Organisation Name

×

User ID

×

First Name

×

Surname

×

HQI Consultant?

--All--

▼

Password Reset Required?

--All--

▼

Suspended User?

--All--

▼

FIND

CLEAR

A list of the organisation's users will be displayed.

Click on the 'i' Symbol in the action column to view a specific users access level.

Organisation Code	Organisation Name	User Name	HQI Consultant?	User ID	Suspended User?	Action
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'View provider user' screen will be displayed, click on 'Authorities' tab and a list of permissions will be displayed.

VIEW PROVIDER USER

[Details](#) |
 [Authorities](#) |
 [Roles](#)

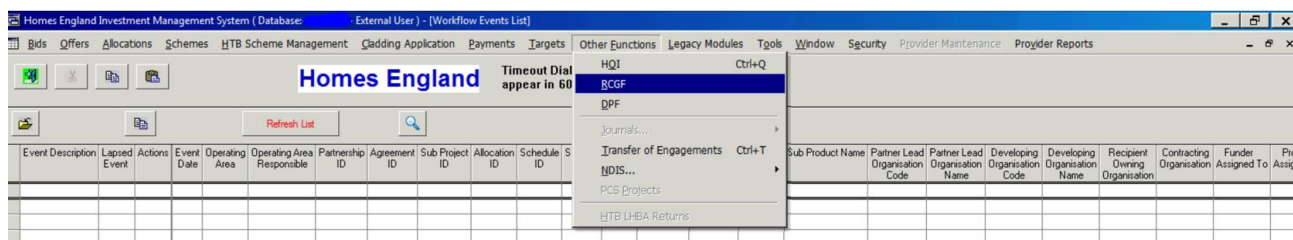
6. RCGF RETURN LAYOUT

The return has seven screens, providers should complete screens 1-6. Data entry fields appear white/blank. The screens are discussed in more detail in Section 7 below.

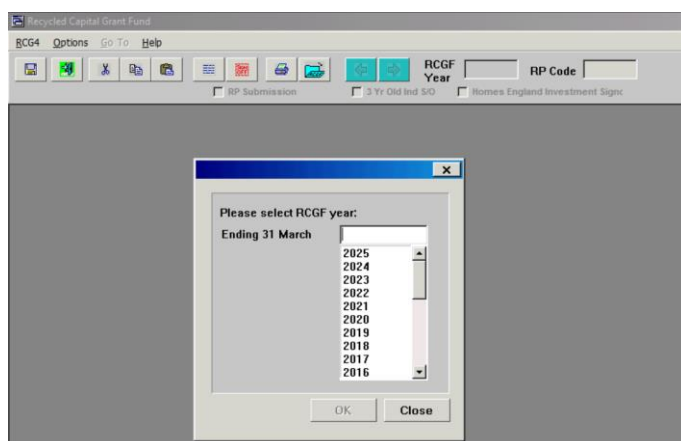
Accessing RCGF within IMS


Select 'Other Functions' from the main menu.

From the drop- down menu select RCGF.

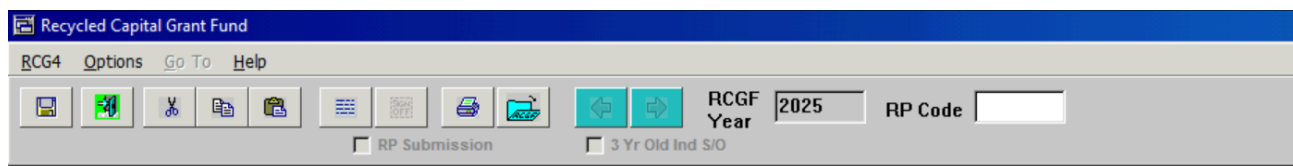


A year selection will automatically be displayed. Select the year you require and click OK. The year ending 31st March 2025 will be shown as 2025.



Enter your organisation's RP code and click the open icon button .

This will take you to your organisations RCGF return.



Explanation of RCGF Icons



Save and close a return.



Exit the RCGF opening screen, returning to the system manager screen.



Cuts text and transfers to a clipboard.



Copies text and transfers to a clipboard.



Pastes copied content to the site selected by the cursor



Run reports – *Homes England use only.*



Sign off - *Homes England use only.*



Print a return for the RCGF year selected.



Create a new or re-open an existing annual RCGF for the year selected.



Forward and back buttons to move between each screen.

Drop-down menu - RCGF

(a) Create a new or re-open an existing annual RCGF return for the financial year. The 'RCGF folder' button performs the same function.

(b) Exit RCGF and return to the main IMS screen – the system will ask if, you are sure. The green 'Exit' button performs the same function, as does F3 on the keyboard.

Drop down menu -Options

(a) Allows you to open the RCGF Year selection screen to change the RCGF year.

(b) The Print return option enables you to print off your RCGF return for the selected RCGF year.

Status boxes

RP Submission is a progress status box. A tick will appear for returns that you have completed and sent to Homes England, i.e., that have been submitted.

Moving around a return

The arrows move you forward and backward one screen at a time. When you move on from a screen, it remains minimised at the foot of the screen. Screens that have previously been minimised can be restored from the foot of the screen.

Ticking, saving, and closing a return

At the bottom of each screen, there is a tick box to show it as complete. Ticking this box signifies that you have finished entering data for that screen. The screen greys out and locks the fields against further changes. Displayed beneath the tick box is the User ID and date of completion. If you want to be able to return to a screen to amend or complete an entry later then do not tick as complete.

Error messages upon saving

Upon each save, the system is programmed to scan the entire return for errors. If it should find any, a screen will appear asking whether you wish to see the errors. If you are saving as you go, the error report may point out certain Sections that are incomplete that you have not yet reached. You can ignore these messages until you have completed all screens. However, to submit your annual return all errors must be cleared; all screens ticked and saved.

Drop down menu - Go To

When an RCGF return is open, this menu allows you to move between the screens. The left and right arrow buttons perform the same function, moving forward or backward one screen at a time.

Display boxes

The RCGF year box displays the year you have selected. The RP code box displays your registration number.

7. COMPLETING AND SUBMITTING THE 2025 RCGF RETURN

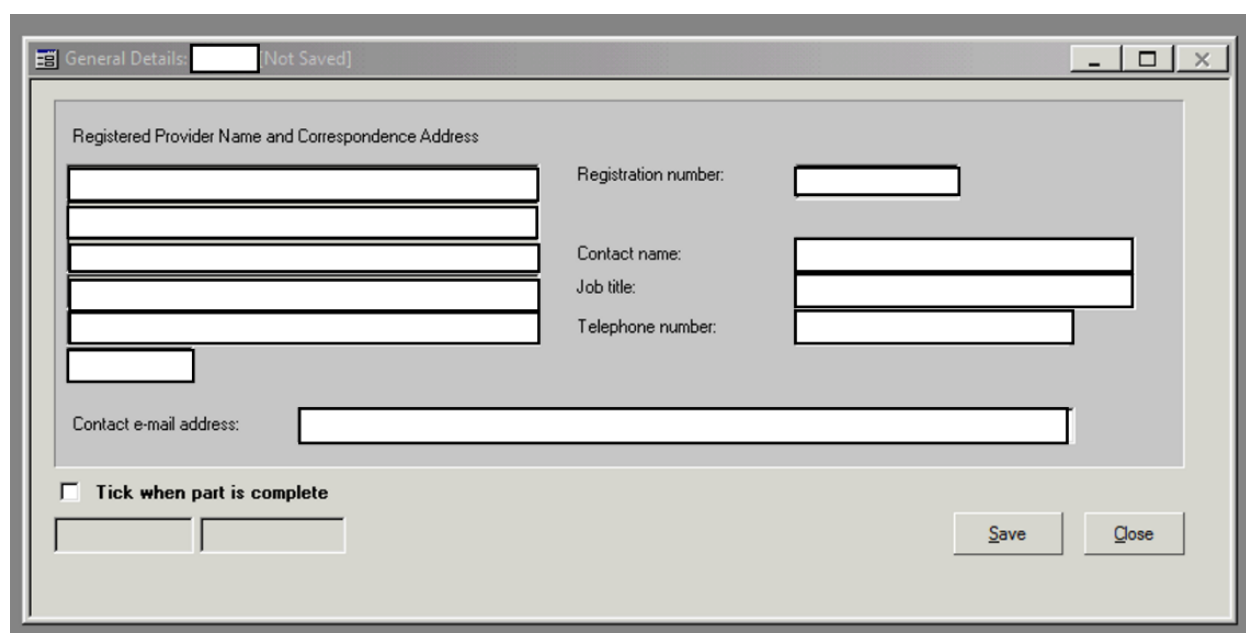
Creating the RCGF return

If a return for the year selected already exists, the system will present it automatically. If, however, a return does not already exist a message will appear to ask whether you wish to create a new one. Click on 'Yes' to create the **2025** RCGF return.

The main RCGF screen will remain in the background throughout the process.

Completing the 'General Details' screen

This screen will auto-populate most of your organisation's details from Homes England's existing IMS records. However, please check your contact details and amend if they differ from the ones that the system presents. If no details are shown, insert your RCGF contact's name, job title, (mandatory), number and email.



If there are any queries on your submission, we will use these details to contact you. Therefore, it is not permitted that you use phone numbers for your organisation's switchboard or email addresses which are sent to a shared inbox. If this is input, then your security administrator(s) will be contacted in the first instance.

Click the 'tick box,' at the bottom of the screen when the page is complete.

Completing the 'Financial' screen

Please enter all inputs and withdrawals for the financial year **1 April 2024- 31 March 2025** on this screen.

Enter information, by placing the cursor in the column headed '£,' as appropriate; and provide information in the 'Comment' column where necessary.

There is a further opportunity to expand your comments in the 'Statement of Intentions' screen later.

Recycled Capital Grant Fund

RCG4 Options Go To Help

RCGF Year 2025 RP Code

Financial: 14497 - [Saved]

Type	Description	Year	Part	£	Prior Year £	Comment
Opening balance	at 1st April	2024	A	0		
Inputs	all grant recycled following relevant events	2025	B	0		
Inputs	RCGF transferred from other RPs		C	0		
Inputs	from NSAP (Recycled grant from this programme is restricted to use on homelessness provisions approved by MHCLG)		D	0		
Inputs	from RSAP (Recycled grant from this programme is restricted to use on homelessness provisions approved by MHCLG)		E	0		
Inputs	from SHAP (Recycled grant from this programme is restricted to use on homelessness provisions approved by MHCLG)		F	0		
Inputs	total interest after tax at 31st March	2025	G	0		
Prior Year Adjustment	Prior years adjustment (Please specify details in comments box)		H	0		
Total	Total inputs (A+B+C+D+E+F+G+H)		I	0		
Withdrawal Priority Use	to build new Affordable Rent units as part of a Homes England programme		J	0		
Withdrawal Priority Use	to build new Affordable Rent units outside of a Homes England programme		K	0		
Withdrawal Priority Use	to build new Social Rent Units as part of a Homes England programme		L	0		
Withdrawal Priority Use	to build new Social Rent units outside of a Homes England programme		M	0		
Withdrawal Priority Use	to build new Affordable Home Ownership units as part of a Homes England programme		N	0		
Withdrawal Priority Use	to build new Affordable Home Ownership units outside of a Homes England programme		O	0		
Withdrawal Priority Use	to provide additional units and ESPs as part of the Homes England programme		P	0		
Withdrawal Priority Use	to provide additional units and ESPs outside of the Homes England programme		Q	0		
Withdrawal Priority Use	to provide units as part of the NSAP (Must be approved by MHCLG)		R	0		
Withdrawal Priority Use	to provide units as part of the RSAP (Must be approved by MHCLG)		S	0		
Withdrawal Priority Use	to provide units as part of the SHAP (Must be approved by MHCLG)		T	0		
Withdrawal Priority Use	to convert or re-improve existing owned larger properties into smaller units for affordable rent		U	0		
Withdrawal Priority Use	for downward staircasing		V	0		
Withdrawal Permitted Use	for the acquisition of land and housing stock (Homes England prior approval required)		W	0		
Withdrawal Permitted Use	to repurchase homes sold outright under Social HomeBuy, RTA or RTB (Homes England prior approval required)		X	0		
Withdrawal Permitted Use	to repurchase equity in affordable home ownership properties (Homes England prior approval required)		Y	0		
Withdrawal Permitted Use	for fire safety works in compliance with the Fire Safety Act 2021 (Homes England prior approval required)		Z0	0		
Withdrawal Permitted Use	for decarbonisation works/energy efficiency improvements (Homes England prior approval required)		Z1	0		
Withdrawal Permitted Use	for other activities to make Social Housing Assistance available (Homes England prior approval required)		Z2	0		
Withdrawals	to provide new units as part of Strategic Partnership programme		Z3	0		
Withdrawals	RCGF transferred to another RP		Z4	0		
Withdrawals	repaid to Homes England		Z5	0		
Withdrawals	to provide replacement units for those sold under VRTB		Z6	0		
Withdrawals	for miscellaneous works to existing stock		Z7	0		
Withdrawals	Prior years adjustment (Please specify details in comments box)		Z8	0		
Closing balance	after Tax at 31 March	2025	Z9	0		

FOR STRATEGIC PARTNERS ONLY

	RCGF amount (as specified in Grant Agreement) remaining in fund and included in closing balance	2025	AA	0	
0 Year Fund	grant in the fund for less than 1 year	2025	AB	0	0
1 Year Fund	grant remaining in the fund for 1 year (but fewer than 2)	2025	AC	0	0
2 Year Fund	grant remaining in the fund for 2 years (but fewer than 3)	2025	AD	0	0
3 Year Fund	grant remaining in the fund for 3 years (but fewer than 4)	2025	AE	0	0
4 Year Fund	grant remaining in the fund for 4 years (but fewer than 5)	2025	AF	0	0
5 Year Fund	grant remaining in the fund for 5 years (but fewer than 6)	2025	AG	0	0
6 Year Fund	grant remaining in the fund for 6 years (but fewer than 7)	2025	AH	0	0
7 Year Fund	grant remaining in the fund for 7 years (but fewer than 8)	2025	AI	0	0
8 Year Fund	grant remaining in the fund for 8 years (but fewer than 9)	2025	AJ	0	0
9 Year Fund	grant remaining in the fund for 9 years (but fewer than 10)	2025	AK	0	0
10 Year Fund	grant remaining in the fund for 10 years plus	2025	AL	0	0
Total	total grant 3 years plus (Business Case required)	2025	AM	0	

Tick when part is complete

Save Close

NUM

Inputs

These rows ask you to record the total inputs credited to your RCGF during the financial year.

Row A - The opening balance is automatically populated (where applicable) from your organisation's closing balance as of **31 March 2025** from the previous annual RCGF return.

Row B - Enter the total amount of grant credited to your fund following relevant events triggered during **1 April 2024 to 31 March 2025**. Relevant Events are detailed in the CFG, Chapter 7, Section 2. You will be required to provide more detail of the types of relevant events in the 'Analysis of Inputs' screen. Part B total should match the total in the 'Analysis of Inputs' screen.

Row C - Enter the amount of recycled grant which has transferred to your organisation from other RPs. The CFG, Chapter 7, Section 5.8 outlines how transfers should be managed and sums then spent. Please complete the '*Comment*' field to indicate from which RP(s) the transfer came. If the transfer was from more than one RP, then please indicate the amount from each in the '*Comment*' column. **Note:** Transfer of sums between Registered Providers' funds does not reset the three-year period within which funds should be spent. You should indicate the correct age of the grant based on the exporting Registered Provider's records and not the date that you received the funds.

Row D - Enter the amount of recycled grant which has transferred as part of Next Steps Accommodation Programme (NSAP). The CFG, Chapter 7, Section 6.2.4 outlines how transfers for NSAP should be managed and sums then spent.

Row E - Enter the amount of recycled grant which has transferred as part of Rough Sleeping Accommodation Programme (RSAP). The CFG, Chapter 7, Section 6.2.4 outlines how transfers for RSAP should be managed and sums then spent.

Row F - Enter the amount of recycled grant which has transferred as part of Single Homelessness Accommodation Programme (SHAP). The CFG, Chapter 7, Section 6.2.4 outlines how transfers for SHAP should be managed and sums then spent.

Row G - Enter the amount of interest accrued on the total grant held in the fund for this year (Sum of parts A+B+C+D+E+F+G). The CFG, Chapter 7, Section 5.7 explains more about interest and how this should be calculated. In the '*Comment*' box you must provide details of the interest rates applied or an explanation as to why no interest has been applied. An error message will appear if no comment is added.

Row H - Where recycled grant is credited to the fund for a prior year adjustment, you must supply details of the adjustment(s) in the '*Comment*' box. An error message will appear if no comment is added.

Row I - Total inputs (sum of parts A+B+C+D+E+F+G+H) is automatically populated.

Withdrawals

These rows ask you to record the recycled grant debited from your RCGF during the financial year and the reason the sums have been withdrawn.

The sum input into each row should exclude any new grant received from Homes England, as this is already reflected in the relevant IMS scheme details.

Recycled grant should only be spent on a priority/permitted use, as defined in CFG, Chapter 7, Section 6.

Using grant for something other than a priority use requires Homes England's prior approval. If withdrawals are reflected in [permitted uses] rows **W,X,Y,Z0, Z1, Z2, or Z7**, you must indicate in the comments box which colleague/team agreed the use of the recycled grant and the date agreed. If you did not seek prior approval, then please email RCGF@homesengland.gov.uk to discuss.

Where rows refer to delivery **'as part of Homes England programme'** please indicate in the comments column which schemes have benefitted from this RCGF. These schemes will have an existing scheme number or Offer line ID on IMS

'Outside of the Homes England programme' should be interpreted as not delivered through any of the Homes England affordable homes programmes (i.e., not recorded on IMS); or schemes developed using only RCGF (no new grant). The withdrawals for these will not necessarily match the expenditure in the 'Analysis of housing completions' screen. This is because the latter includes total development expenditure relating to completed homes, and the development period may have extended over more than one RCGF year. In this 'Financial' screen, you are required to only show the amount(s) debited (withdrawn) during the year of this return.

Strategic Partners are permitted to agree with Homes England a maximum amount of RCGF that the Strategic Partner and any approved 'in group' Delivery Partners intend to commit to support delivery of its Strategic Partnership under SOAHP 16-21 and AHP 2021-26. A Delivery Partner is deemed to be 'in group' where they are a subsidiary of the Strategic Partner or within the same Group structure as the Strategic Partner. Any RCGF balances yet to be withdrawn from the Strategic Partner's or 'in group' Delivery Partner's fund is permitted to be recorded in line AA (explained below). This is on the condition that the balance recorded in line AA and the cumulative total of any withdrawals to date from line Z3 does not exceed the maximum amount of RCGF that the Strategic Partner (and any approved 'in group' Delivery Partner) is permitted to allocate to deliver the Strategic Partnership Programme.

Where a Delivery Partner is deemed 'out of group' then any RCGF they intend to allocate is considered exclusive of the maximum amount of RCGF that a Strategic Partner is permitted to commit to support delivery of its Strategic Partnership Programme. As such an 'out of group' Delivery Partner is not permitted to record any RCGF balance in line AA and must comply with the time limit to use RCGF within 3 years.

Priority Uses Withdrawals (Rows J – V)

Row J - Enter the amount of recycled grant debited during the year to fund the development of new Affordable Rent homes as part of any Homes England programme. Please provide in the comment's column the scheme ID or the Offer Line ID to identify schemes that have received an RCGF contribution.

Row K - Enter the amount of recycled grant debited during the year to fund the development of new Affordable Rent homes outside of any Homes England programme.

Row L - Enter the amount of recycled grant debited during the year to fund the development of new Social Rent homes as part of any Homes England programme. Please provide in the comment's column the scheme ID or the Offer Line ID to identify schemes that have received an RCGF contribution.

Row M - Enter the amount of recycled grant debited during the year to fund the development of new Social Rent homes outside of any Homes England programme.

Row N - Enter the amount of recycled grant debited during the year to fund the development/purchase of Affordable Home Ownership homes as part of any Homes England programme. Please provide in the comment's column the scheme ID or the Offer Line ID to identify schemes that have received an RCGF contribution.

Row O - Enter the amount of recycled grant debited during the year to fund the development/purchase of Affordable Home Ownership homes outside of any Homes England programme.

Row P - Enter the amount of recycled grant debited during the year to fund the provision of additional homes and Existing Satisfactory Purchase (ESPs) as part of any Homes England programme. Please provide in the comment's column the scheme ID or the Offer Line ID to identify schemes that have received an RCGF contribution.

Row Q - Enter the amount of recycled grant debited during the year to fund the provision of additional homes and Existing Satisfactory Properties (ESPs) outside of any Homes England Programme.

Row R - Enter the amount of recycled grant debited during the year to fund move-on homes, as long-term assets, and accompanying support services for rough sleepers as part of the Homes England Next Steps Accommodation Programme.

Row S - Enter the amount of recycled grant debited during the year to fund long-term accommodation and support or Shorter-term/interim accommodation and immediate support for rough sleepers as part of the Homes England Rough Sleeping Accommodation Programme

Row T -Enter the amount of recycled grant debited during the year to fund accommodation with accompanying support for rough sleepers as part of the Homes England Single Homelessness Accommodation Programme.

Row U -Enter the amount of recycled grant debited during the year to convert or re-improve existing owned larger properties into smaller units for affordable rent that better suit local housing need.

Row V -Enter the amount of recycled grant debited to fund downward staircasing. This is the repurchase of equity shares , specifically to prevent those experiencing financial hardship from becoming homeless. as detailed in the CFG, Chapter 7, Section 6.5.

Permitted uses Withdrawals (Rows W – Z2)

The Permitted use withdrawals listed below can only be undertaken with explicit consent from Homes England. Please indicate in the comments box which colleague/team agreed the use of the recycled grant and the date agreed. If you did not seek prior approval, then please email RCGF RCGF@homesengland.gov.uk to discuss.

Row W - Enter the amount of recycled grant debited during the year that has funded the acquisition of land or stock as outlined in the CFG, Chapter 7, Section 6.2.

Row X - Enter the amount of recycled grant debited during the year that has funded the re-purchase of homes previously sold outright under Social HomeBuy, RTA or RTB as outlined in the CFG, Chapter 7, Section 6.2

Row Y - Enter the amount of recycled grant debited during the year that has funded the re-purchase of equity in Shared Ownership homes as outlined in the CFG, Chapter 7, Section 6.2.

Row Z0 - Enter the amount of recycled grant debited during the year that has funded fire safety works to ensure compliance with the Fire Safety Act 2021 as outlined in the CFG, Chapter 7, Section 6.2.

Row Z1 - Enter the amount of recycled grant debited during the year that has funded decarbonisation/energy efficiency works as outlined in the CFG, Chapter 7, Section 6.2.

Row Z2 - Enter the amount of recycled grant debited during the year that has funded other activities for which Homes England could make Social Housing Assistance available as outlined in the CFG, Chapter 7, Section 6.2

Other types of Withdrawals

Row Z3 - Enter the amount of recycled grant that has been debited during the year to support delivery of its Strategic Partnership programme under SOAHP and 2021-26 AHP. * **ONLY contracted Strategic Partners with Homes England and approved 'in group' Delivery Partners should use this row.** Delivery Partners who are not deemed to be in group are not permitted to use this row. RCGF annual returns should reflect recycled grant attributed to a site/scheme during **1 April 2024 to 31 March 2025**. RCGF should be fully debited when a scheme achieves the first payment milestone, usually Acquisition or start on site. A site/scheme with RCGF attributed may complete in the programme a year or two later so will not be reported in your Statement of grant usage (SOGU) until then. These timing issues are considered by Homes England when checking and signing off the RCGF return.

Row Z4 - Enter the total amount of recycled grant from your fund which has been transferred to other Registered Providers during the year. Please ensure the 'Comment' field is updated to identify the recipient Registered Provider(s).

Row Z5 - Enter the total amount of recycled grant debited from the fund during the year that has been repaid to Homes England. This figure should reflect both the recycled grant and any associated interest. This includes repayment of RCGF exceeding 3 years. The date of debit should reflect the date the payment is made to Homes England.

Row Z6 - Enter the amount of recycled grant debited during the year that has funded replacement units sold under the Voluntary Right to Buy programme. Please note the addresses must be listed in screen 4 (Analysis of Housing Completions).

Row Z7 - Enter the amount of recycled grant debited during the year that has funded miscellaneous work to your organisation's existing stock. This row should only include recycled grant, not recycled grant combined with new grant. This withdrawal can only be undertaken with explicit consent from Homes England. Please indicate in the comments box which colleague/team agreed the use of the recycled grant and the date agreed. If you did not seek prior approval, then please email RCGF@homesengland.gov.uk to discuss. Please ensure you include additional attributable grant to the addresses listed in screen 4 (Analysis of Housing Completions).

Row Z8 - Where recycled grant is debited from the fund as a prior year adjustment you must supply details of the adjustment in the 'Comments' box. An error message will appear if no comment is entered.

Closing Balance

Row Z9 - Closing balance is automatically populated taking in to account the information entered in rows A through to Z8.

The Closing balance is calculated as follows:

Total sum of Inputs (part I) minus the total sum of withdrawals (entered in part J through to Z8).

We recommend you cross check the closing balance against your own organisation's calculations. If there are any differences between the IMS closing balance and your own, check all the input screens. If the error cannot be explained, you should contact the **IMS helpdesk on 01908 353 604** or email servicedesk@homesengland.gov.uk

Row AA - Enter the amount of recycled grant (as of **31st March 2025**) remaining within the Strategic Partnership fund based on the total amount specified in the Grant Agreement * **ONLY contracted Strategic Partners with Homes England and approved 'in group' Delivery Partners should use this row**. All other RCGF (outside of the amount specified in the Grant Agreement for the Strategic Partnership) must be aged correctly and be reported as normal in rows AB-AL mentioned below.

Delivery Partners who are not deemed to be in group are not permitted to use row AA, their RCGF balances should be aged correctly and reported as normal in rows AB-AL mentioned below.

Age of Recycled Grant

Rows AB - AL

These rows ask you to record the 'age' of your grant, i.e. the time elapsed since the sums were credited to your RCGF.

Following an entry in the £ column the cursor will take you to the comments screen. Whilst the comments box is not mandatory it is useful to record some brief detail. However, you will be required to complete the 'Statement of Intentions' screen later to provide details of how your organisation intends to spend these sums.

FOR STRATEGIC PARTNERS ONLY	RCGF amount (as specified in Grant Agreement) remaining in fund and included in closing balance	2025	AA	0	
0 Year Fund	grant in the fund for less than 1 year	2025	AB	0	0
1 Year Fund	grant remaining in the fund for 1 year (but fewer than 2)	2025	AC	0	0
2 Year Fund	grant remaining in the fund for 2 years (but fewer than 3)	2025	AD	0	0
3 Year Fund	grant remaining in the fund for 3 years (but fewer than 4)	2025	AE	0	0
4 Year Fund	grant remaining in the fund for 4 years (but fewer than 5)	2025	AF	0	0
5 Year Fund	grant remaining in the fund for 5 years (but fewer than 6)	2025	AG	0	0
6 Year Fund	grant remaining in the fund for 6 years (but fewer than 7)	2025	AH	0	0
7 Year Fund	grant remaining in the fund for 7 years (but fewer than 8)	2025	AI	0	0
8 Year Fund	grant remaining in the fund for 8 years (but fewer than 9)	2025	AJ	0	0
9 Year Fund	grant remaining in the fund for 9 years (but fewer than 10)	2025	AK	0	0
10 Year Fund	grant remaining in the fund for 10 years plus	2025	AL	0	0
✓ Total	total grant 3 years plus (Business Case required)	2025	AM	0	

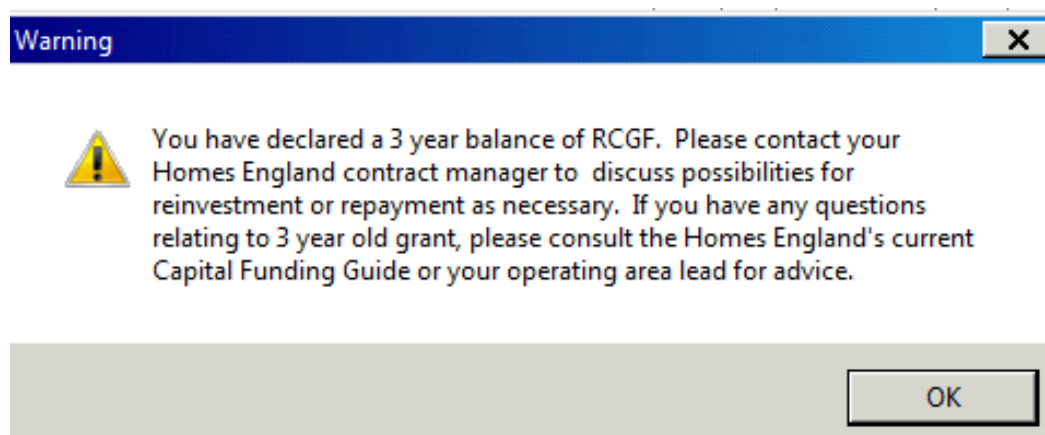
These rows should exclude RCGF funds forming part of Strategic Partnership grant agreements, i.e. the sum you have input into Row AA.

For rows AB-AE, the previous year's balance will be auto populated in the right-hand column. For rows AF-AM, the information does not auto populate therefore this should be manually input.

Sums in rows AE through to AL is recycled grant that has been in the fund 3 years or more which is repayable to Homes England. Row AM is automatically populated with the total of recycled grant that has reached the 3 years threshold.

Details on how to calculate 3-year-old grant and older can be found in the CFG, Chapter 7, Section 5.10.

If rows AE-AL are completed, then the following warning message will be generated. Please take note of the instructions and click 'ok.'

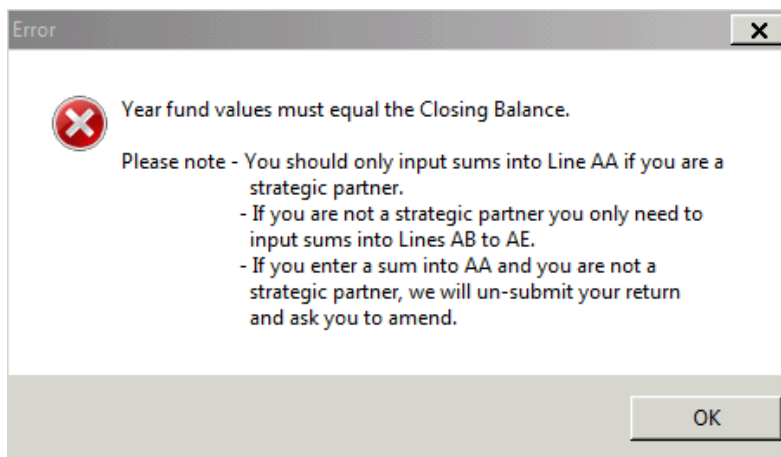


Your organisation must spend any funds credited to the RCGF within 3 years of the date the amount was credited. Providers must seek Homes England's approval to hold RCGF beyond 3 years. Requests to rollover RCGF require the submission of a business case to RCGF@homesengland.gov.uk. All requests are assessed on an exceptional case-by-case basis and are considered in conjunction with the annual RCGF return.

Approval is within Homes England's absolute discretion. Your request must demonstrate a firm proposal to reinvest in new supply or in accordance with the permitted uses of RCGF as outlined in the CFG, Chapter 7, Section 6. If Homes England agree to your proposal, it does not reset the three-year period within which RCGF should be spent and the amount that is agreed to be 'rolled over' should still be recorded in Lines AE – AL until spent.

If you intend to repay your outstanding balance, please do not send a payment until your organisation has received an invoice from Homes England. The invoice will also include additional interest due for the period from **1 April 2024** to the date of the invoice. Refer to guidance in the CFG, Chapter 7, Section 5.11.

Please note that if the sum of the fund (rows AB to AL), plus any Strategic Partner RCGF (where relevant in row AA) does not equal the Closing balance (row Z9) then you will not be able to save this information and will receive the following error message;



When you are satisfied that all data is entered correctly and the financial screen has been fully completed, click on the 'tick' box, save, and continue to the next screen.

The system completes validation checks at this stage.

Completing the 'Analysis of Inputs' screen

This screen asks you to record the total grant amount credited for each relevant event, during **1 April 2024 to 31 March 2025**.

Analysis Of Inputs: [] - [Saved]

This screen asks you to confirm the relevant events which triggered the grant to be recycled, and the total amount credited. Homes England uses this screen to reconcile with the notification forms that you have submitted in the previous year. Except for interim staircasing, all relevant events declared on this screen must be notified to Homes England. We will be in contact if there are differences in the amount input versus what we have been notified of. If you have any questions, then please contact RCGF@homesengland.gov.uk. Where notifications are late or missing, Homes England may charge interest or consider withdrawing your RCGF facility. By completing this screen, you are declaring that you have correctly notified Homes England of all relevant events in the financial year.

Type of input	No. of individual units sold, etc.	£ Credited to RCGF
Change of use - Relevant Event (l)	0	0
Cessation of Use - properties void longer than 6 months - Relevant Event (m)	0	0
Demolition - (where grant is not vested in the ground) Relevant Event (n)	0	0
Right to Buy - Relevant event (o)	0	0
Shared ownership staircasing sales where final sale reaches 100% - relevant event (o)	0	0
Shared ownership staircasing sales where interim sale is less than 100% sold - relevant event (o)	0	0
Disposals outside of the sector - Relevant event (o)	0	0
Home buy Redemptions - Relevant Event (s)	0	0
Right to Acquire - Relevant event (t)	0	0
Voluntary Right to Buy - Relevant event (t)	0	0

Total Units Sold: Total RCGF Credits (£):

☐ Tick when part is complete

Save Close

Type of Input

RPs can recycle grant following relevant events (l), (m) (n), (o). (s), (t). See descriptions in screen shot above. Whilst the 'type of input' may appear self-explanatory you should still make yourself aware of the full definition of each relevant event described in the CFG, Chapter 7, Section 2.

No. of individual units sold

Enter the number of units sold relevant to each input type. For example, if selling a house this will count as one unit regardless of how many bedrooms it has. If selling a house that has been converted into three flats, count this as three units.

Note that staircasing events are not counted as units; they are just a financial transaction.

Please note that Homes England will cross check the number of relevant events recorded in the return against those notified to us during the year, if there are discrepancies, we will return the submission. Where we have concerns about adherence to the Grant Recovery Determination 2017 we may withdraw the option to recycle grant.

£ Credited to RCGF

This column will round up or down any decimal places, such as pence, and will reject negative amounts. A warning will appear if you make an entry in the 'No. of sales' column without a corresponding amount in the '£ credited' column.

However, this can be overridden as it is possible, in principle, for a sale to occur with no credit to RCGF (e.g., shared ownership repossession).

For more information on calculating recycled grant refer to guidance in the CFG, Chapter 7, Section 2.

The total of the '£ credited to RCGF' column must equal the figure entered in row B in the financial Screen.

When you are satisfied the data is correct and the 'Analysis of Inputs' screen has been fully completed, click on the 'tick' box, save, and continue to the next screen.

Completing the 'Analysis of Housing Completions' screen

The Analysis of Housing Completions records what recycled grant has been spent on during **2024/25** outside of Homes England's Programmes). This information helps Homes England build a full picture of how recycled grant is used inside and outside of its programmes.

Note: This box is mandatory if you have included any withdrawals in rows K, M, O and Q of the Financial Screen, but should otherwise be left blank.

Scheme address and Postcode

Enter the address details of the scheme.

Columns 3 to 5 – Type and number of homes produced.

Enter the number of homes produced in the scheme according to the categories in these columns.

Supported housing or not.

This column requires an entry to indicate whether homes are supported housing or not. Use the drop-down menu as required for this purpose. 'SUP' is supported housing; 'N-SUP' is not supported. If you have a mixed scheme, use separate rows to record the supported and non-supported housing homes.

Property code

This column requires an entry to indicate whether the homes are new build (NB), or rehab (RH) Use the drop-down menu to select the appropriate option. Use separate rows to record newbuild properties and rehab properties.

Financial columns

The subsequent columns require details of how your organisation financed the homes produced. Therefore, all funding sources for these homes must be provided in these columns. The last four cost contribution columns (RCGF contribution, OPS (Excluding SGH/SHA), Reserves contribution and Private finance contribution) must equal the total scheme costs column. An error message will appear if there is a data mismatch.

Note OPS refers to Other Public Subsidy which excludes AHG, SOAP funding or similar.

When you are satisfied that all data is entered correctly and the 'Analysis of Housing Completions' screen has been fully completed, click on the 'tick' box, save, and move on to the next screen.

Completing the 'Statement of Intentions' screen

This screen is required to be completed where your fund contains any recycled grant **regardless of age**. Please set out when and how you intend to use the recycled grant in your RCGF. Note that you must enter a comment that is more than twenty characters in this screen.

Statement of Intentions: [redacted] - [Saved]

Please provide full details on your proposals to use your RCGF balance. We encourage providers to give as much detail on this screen as possible.

Any rollover of RCGF beyond 3 years must first be discussed and agreed with Homes England. To seek rollover approval, you must submit a business case to RCGF@homesengland.gov.uk

For more information on priority and permitted uses of RCGF, see the Capital Funding Guide, Chapter 7, Section 6. You can also discuss your proposals, before submitting your return, by contacting your provider manager or emailing RCGF@homesengland.gov.uk

We may contact you if further information is needed.

☐ Tick when part is complete

Save Close

Homes England will review this screen to see what plans your organisation has for using these sums within the remaining years allowed. We will be interested in how your plans match both Homes England's priorities and any local priorities.

You can also use this screen to record any other comments about your return.

When you are satisfied the data is correct and the 'Statement of Intentions' screen has been fully completed, click in the 'tick' box, and save.

Note: At this stage you must review the list of errors and make the necessary changes to the relevant screen(s) before moving on, as the next screen relates to certification and submission of the return.

Completing the 'RP Certification and Signature' screen

The last screen to complete is the 'Certification and Signature' screen, which becomes available for ticking only when all the other parts are ticked as completed. Ticking the box at the bottom left of this screen certifies that your organisation is satisfied it has complied with Homes England requirements in the administration of your RCGF. Only users with 'RP Submit RCGF return' have permission to complete this screen as mentioned in Section 5.

RP Certification And Signature: [Saved]

I certify that this Registered Provider has:

- ☐ (1) Complied with the requirements for operating a Recycled Capital Grant Fund (RCGF) as set out in the Capital Funding Guide (CFG), Chapter 7.
- ☐ (2) Notified Homes England of all relevant events by submitting a Historical Grant notification form to Grant_Notifications@homesengland.gov.uk
- ☐ (3) Used Recycled Grant in accordance with Homes England priority and permitted uses; and has obtained prior approval from Homes England where RCGF is attributed to a permitted (non-priority) use.
- ☐ (4) Presented true and accurate information in this return.
- ☐ (5) Calculated notional interest in accordance with the guidance published in the CFG.
- ☐ (6) Declared the information from this return in the organisation's Annual Accounts; and has submitted the latest set of accounts to the Regulator in line with regulatory requirements.
- ☐ (7) Submitted a Rollover Business Case, if requesting to hold Recycled Capital Grant beyond 3 years.

Name of authorised signatory: Date:

(Officer or member of staff authorised by RP's governing body)

Late Submission Comment:

You have certified to say that the information in the return is correct. If any entries are later found to be incorrect, this could result in the request to repay RCGF and or the removal of the right to operate an RCGF

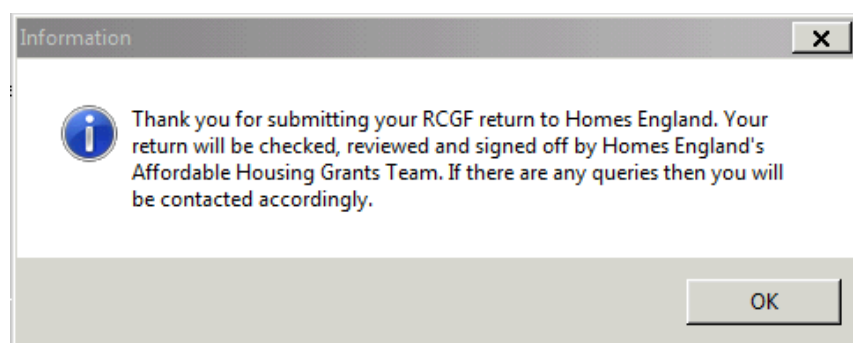
☐ Tick and save to submit the finished Return

Once you are satisfied that the return is correct and completed it can be submitted to Homes England.

There is no need to enter anything in the name of authorised signatory box. The RP submission status box changes to a greyed-out tick instead of a blank, and the name of the signatory will appear.

If the tick box is greyed out; this means that you do not have the authority 'RP Submit RCGF return' Speak to your PSA to obtain the relevant authority.

Once submitted, the following prompt will be generated.



If a dark red message appears at the foot of this screen advising that you need to complete last year's return please email RCGF@homesengland.gov.uk to discuss.

Submission Amendments

To edit before the deadline of 30 June 2025 - A user with 'submit RCGF return' permission can remove the tick and re-save the return. The return is then available for further editing by the provider but must be resubmitted by close of business on **30 June 2025**.

After making and saving any amendments, the 'submit return' box should be ticked again, and the return saved.

To edit after the deadline of 30 June 2025 - the return can only be unsubmitted by Homes England authorised staff. Please contact RCGF@homesengland.gov.uk explaining why the return needs to be edited.

Providing there is a valid reason for doing so homes England authorised staff may untick the certification screen and un-submit the return, enabling you to edit and re-submit.

Late Submissions

Returns that are submitted in IMS after the deadline of **30 June 2025** are identified by the system as late returns and as such you will be required to complete the 'Late Submission Comment' box giving an explanation. All late submissions will be reviewed by Homes England as part of the approval and sign-off process. If there is a valid reason for the delay then the return will be signed off.

8. NEXT STEPS

Once your RCGF annual return has been submitted, Homes England will consider the following;

- That interest accrued during 1 April 2024 to 31 March 2025 has been included where applicable, please refer to the CFG, Chapter 7, Section 5.6.
- That the analysis of inputs screen matches the number of notifications received, please refer to the CFG, Chapter 7, Section 3.
- That Homes England has granted prior permission (in writing) for RCGF to be transferred outside your structure/organisation, please refer to the CFG, Chapter 7, Section 5.8.3.
- That Homes England has granted prior permission (in writing) for RCGF to be spent on a permitted use, please refer to the CFG, Chapter 7, Section 6.
- That the RCGF reflected under any of the priority uses match the IMS schemes/offer IDs including the RCGF contribution for the financial year.
- That the analysis of housing completions screen includes details of all RCGF spent outside of a Home's England programme on completed units.
- That the 'age' of the grant has been accounted for correctly.
- That RCGF older than 3 years has been identified, and a rollover business case has been submitted to Homes England for consideration.
- That the statement of intentions has firm proposals for how remaining balances will be spent on Homes England's priority or permitted uses, please see refer to the CFG, Chapter 7, Section 6.

Homes England will contact the user who submitted the annual return to resolve any queries regarding the return.

If, during the review process it becomes known that there are discrepancies in the RCGF annual return then Homes England will un-submit your annual return. This will give you the opportunity to make the necessary amendments and re-submit the return.

Where there are no queries, or queries raised have been answered satisfactorily, then Homes England will 'sign off' your annual return.

In circumstances where there are significant errors or a lack of assurance on the quality of data input Homes England may request that RCGF is re-paid and/or withdraw the option to recycle grant.

9. EXTERNAL AUDITORS

Within the auditor's sign-off of your accounts the RCGF balances and transactions should have been disclosed, it is therefore recommended you retain screen captures of your submitted RCGF return.

You must keep a record of external auditors' examinations of RCGF accounts. Any notable observations by the external auditor should be communicated to your Delivery Manager.

Document Information	
Document Owner	Historical Grants - Affordable Housing
Document Author	Historical Grants - Affordable Housing
Issue Date	22/04/2025
Review Date	07/04/2025

Version History			
Version	Date	Summary of changes	Editor
6.2	06/03/2025	<ul style="list-style-type: none"> - Inputs – Description wording amended for rows C,D,E and F. - Withdrawals – Description wording amended for rows K,N,O,Q,R,S,T,V,WX,Y,ZO, Z 1,Z2,Z4,Z6 and Z7. - RP Certification and Signature – Wording amended and re-ordered. <p><i>*Note: No Significant changes just aesthetics</i></p>	Historical Grants - Affordable Housing