

# Urgent Capital Support (UCS) application form

This application should be used by academy trusts and Voluntary Aided (VA) schools, not in receipt of school condition allocation and sixth form colleges, that want to apply for funding assistance to address urgent building condition issues that threaten the closure of the whole or a significant part of the school.

## Section 1 – institution and contact details

|  |  |
| --- | --- |
| **Institution details** |  |
| Name of your academy, VA school or sixth form college |  |
| Address of your academy, VA school or sixth form college |  |
| URN of your academy, VA school or sixth form college |  |
| DfE establishment number |  |
| Local Authority |  |
| Capacity |  |
| Number of roll |  |
| Phase of education |  |
| **Responsible body details** |  |
| Name of responsible body |  |
| Company number |  |
| Number of schools in academy trust or VA body (if applicable) |  |
| Total number of pupils |  |
| Is the school in receipt of, or due to receive school condition allocation (SCA)? If already received, the school is not eligible for this fund. Please refer to the urgent capital support – how to apply document. |  |
| CDC reference for the school building(s) / block(s) experiencing the issue |  |
| **Contact details** |  |
| Contact name |  |
| Contact position |  |
| Email address |  |
| Telephone number |  |

## Section 2 – information to consider before completing the form

### The application form explained

Before completing your application, please ensure that you have read the [Urgent capital support - how to apply](https://assets.publishing.service.gov.uk/media/671661439242eecc6c849b65/Urgent_Capital_Support_-_How_to_apply.pdf) document carefully. Please also ensure that you can provide all the information and documentation required, as failure to do so may mean that we will be unable to consider your application.

### Sections

The following sections must be completed in full before submitting your application:

* Section 3: emergency capital request details
* Section 4: finances
* Section 5: project management
* Section 6: annexes
* Section 7: checklist
* Section 8: declaration

### Submitting the application

The completed application form must be submitted by email to the Department for Education (department) at [customer.help@service.education.gov.uk](mailto:customer.help@service.education.gov.uk). Your email must be no larger than 9MB in size. If your email is larger than 9MB, please send multiple emails clearly indicating that the emails are connected, for example, email 1 of 3.

Please title your email as follows: Urgent Capital Support Application – [insert institution name]. All documents and templates should include the name of your school. The application must be submitted by the responsible body, rather than a professional adviser. Please only submit your application once you have all the required information. Please do not send information in stages.

### Data protection

Personal data is collected in the templates in order to assess your application and will not be used for other purposes. For the purposes of the Data Protection Act, the department is the data controller for this personal information and for ensuring that it is processed in accordance with the terms of the Act. The department will hold all personal information you supply securely.

## Section 3 – urgent capital request details

This section must be completed by all applicants.

### Project details (please select all that apply):

Tick box for structural issueStructural Tick box for Health & Safety issueHealth & Safety

Tick box for asbestos issueAsbestos Tick box for Fire Protection issueFire Protection

Tick box for leaking roof(s) issueLeaking roof(s) Tick box for boiler/pipework issueBoiler/pipework

Tick box for electrical issueElectrical Tick box for other (please provide details below) issueOther (please provide details below)

If other, please provide details:

|  |
| --- |
|  |

### Description of the project

Please include:

* What is your urgent capital situation?
* A brief description of what has happened
* How does this issue threaten imminent closure of your institution?
* What are the short/long term contingency arrangements?

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| --- |
| [Add text here - table expands] |

### Has the condition issue resulted in full or partial closure of the school?

If yes, please provide details, including whether it is a full or partial closure and the areas affected.

|  |
| --- |
| [Add text here - table expands] |

### Outputs to be achieved

Please include:

* What works are necessary to fix this issue?
* Options being considered, and related costs/benefits as known

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| --- |
| [Add text here - table expands] |

### Sustainability

There is an expectation that you will take sustainability into consideration. Please detail the steps below that you have taken to consider this issue in your proposed works.

|  |
| --- |
| [Add text here - table expands] |

### Deliverability

Please include:

* Timeline for deliverability
* Complications to delivery, for example, term time, impact on pupils
* Risks

|  |
| --- |
| [Add text here - table expands] |

### Why is the project urgent?

Please include:

* Date the issue arose
* Evidence against the eligibility criteria

|  |
| --- |
| [Add text here - table expands] |

### Has funding previously been granted for this project/issue?

If yes, please provide details, including previous UCS applications or main round CIF applications.

|  |
| --- |
| [Add text here - table expands] |

### Has this institution been accepted for the School Rebuilding Programme?

If yes, please provide details, including phase, stage and forecast delivery of works date.

|  |
| --- |
| [Add text here - table expands] |

### Are you in the risk protection arrangement (RPA) scheme and is the issue covered by insurance?

If not RPA, please provide details of your insurance and whether you are seeking a contribution to address the issue.

|  |
| --- |
| [Add text here - table expands] |

## Section 4 – finance

This section must be completed by all applicants. Please ensure you also provide a completed financial template which can be found at: [Condition Improvement Fund - GOV.UK](https://www.gov.uk/guidance/condition-improvement-fund)

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

* Consultants’ cost plan (breakdown of costs) appropriate to the size and scale of the project
* Copies of either three contractor quotes or a summary of any tender exercise, attached as annexes
* Cash flow forecast (where appropriate)
* Market testing to demonstrate additional/abnormal costs (where appropriate)
* Letters of funding commitment from other sources (if applicable), attached as annexes

### Institution finances

As part of the assessment process, we review the latest copies of your financial returns. however, you will also need to complete the financial template and email this to us along with your application form and supporting documents.

#### Please provide any additional commentary to accompany your financial template

|  |
| --- |
| [Add text here - table expands] |

#### Please provide details of any live loans

|  |
| --- |
| [Add text here - table expands] |

### Quotes/tender details

Add additional lines if required. All quotations must be tendered against the same scope of works. Academies must exclude VAT from all project costs. Sixth-form colleges can include VAT in the project cost as they cannot reclaim it.

|  |  |  |
| --- | --- | --- |
| **Quotes/Tenders** | **Amount** | **Comments** |
| Option 1 |  |  |
| Option 2 |  |  |
| Option 3 |  |  |

|  |
| --- |
| **Preferred quote**  If this is not the most cost-effective quote, please explain why |
| [Add text here – table expands] |

### Project costs

Please ensure that you reference the various quotes received, advice from professionals etc.

Contingency funds will not be considered and should not be included. However, if the circumstances are exceptional and can be justified, please include here with a full explanation in the value for money section of the table.

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **Amount** | **Comments** |
| Cost of works |  |  |
| Professional fees (must not exceed 10%) |  |  |
| Disbursements (planning, building regulations, specialist surveys etc) |  |  |
| Other costs (exc. VAT) |  |  |
| Total: |  |  |

|  |
| --- |
| **How will you demonstrate value for money?** |
| [Add text here – table expands] |

### Payment profiling

|  |  |
| --- | --- |
| **Month/Year** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: |  |

## Section 5 – project management

This section must be completed by all applicants.

Please ensure you provide a detailed project programme/Gannt chart (if appropriate) as an annex.

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Dates** | **Comments** |
| Design complete |  |  |
| Planning approval required or secured (if applicable) |  |  |
| Tender complete (has a contractor been appointed, tender details provided, procurement route) |  |  |
| Start of site (forecast start on site details) |  |  |
| Completion (forecast completion of works details) |  |  |

### Risk management

Comprehensive risk assessment with mitigations. Add additional lines as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk description** | **Likelihood** (low, medium low, medium high or high) | **Impact** (low, medium low, medium high or high) | **Mitigation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| **Risk management comments** |
| [Add text here - table expands] |

## Section 6 – annexes

Please add supporting documents applicable, appropriately headed, with page breaks in between. Alternatively, you should list and attach the documents to the submission email as separate files. As a minimum, we expect:

* Evidence specified in the [Urgent capital support - how to apply](https://assets.publishing.service.gov.uk/media/671661439242eecc6c849b65/Urgent_Capital_Support_-_How_to_apply.pdf) guidance for the category for which you are applying.
* An independent condition survey, recently commissions within the last 6-9 months. We expect responsible bodies to prepare a UCS application as soon as they receive notification of issues which threaten the closure of the whole of a significant part of the school / sixth-form college.
* At least three contractors’ quotes and/or tenders for the same scope of work
* Photographic evidence

Please refer to the [Urgent capital support - how to apply](https://assets.publishing.service.gov.uk/media/671661439242eecc6c849b65/Urgent_Capital_Support_-_How_to_apply.pdf) guidance as a reference tool for what supplementary evidence should be included for each type of project.

## Section 7 – checklist

|  |  |
| --- | --- |
| **Action** | **Complete** |
| Completed section 1 – institution and contact details, in full |  |
| Have reviewed section 2 – information to consider before completing the form and have read the [Urgent capital support - how to apply](https://assets.publishing.service.gov.uk/media/671661439242eecc6c849b65/Urgent_Capital_Support_-_How_to_apply.pdf) guidance |  |
| Completed section 3 – emergency capital request details, in full |  |
| Completed section 4 – finances, in full and included a completed financial template |  |
| Completed section 5 – project management, in full |  |
| Completed section 6 – annexes and including all relevant supporting evidence |  |
| Completed section 8 – declaration, and the declaration has been signed by the accounting officer with a wet signature |  |

## Section 8 - declaration

**This must be signed by the accounting officer on behalf of the academy trust, VA school or sixth-form college.**

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:

* deliver as per the requirements outline in the [Urgent capital support - how to apply](https://assets.publishing.service.gov.uk/media/671661439242eecc6c849b65/Urgent_Capital_Support_-_How_to_apply.pdf) document
* deliver the project as per the provisions of the [Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook) (if part of an academy trust)
* agree to apply the allocated funding to deliver the named project(s), in line with the original application and according to the terms and conditions of the grant and/or loan, and have appropriate systems and processes in place to secure delivery and achieve value for money
* start work and complete the project by the dates set out in the original application and notify the department if any slippage or delay occurs, or if any underspends emerge, at the earlies opportunity.
* implement the provisions of the post approval guidance document issued upon approval.

I 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.

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

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