**Skills Capital Fund - First Stage Application Form**

This form is to be completed by all providers wishing to apply for Skills Capital Funding. Applicants must be a Further Education (FE) college or approved training organisation that is on the Register of Training Organisations and who expects to hold a contract with the Skills Funding Agency (SFA) to deliver education and training for 2016/17.

Providers must complete all sections of the application relevant to their project and provide supporting documentation as outlined in the First Stage Application Guidance document.

Please complete and submit this First Stage Application form in accordance with the [Coast to Capital Skills Capital Fund – First Stage Application Guidance]. **An electronic copy must be submitted by midday on 28th November 2014 and a hard copy must be submitted by midday on 1st December 2014.** Please return the following:

* **One** signed electronic copy of the completed application form and required supporting information submitted to Ron Crank, Chief Executive **at** [**skillscapitalfund@coast2capital.org.uk**](mailto:skillscapitalfund@coast2capital.org.uk) **and**
* **one** signed hard copy of the completed application form and required supporting information to be received by Ron Crank at:

**Chief Executive**

**Coast to Capital**

**Arun House**

**Hurst Road**

**Horsham**

**West Sussex**

**RH12 2DN**

* Without exception, Coast to Capital will **not** consider as eligible for the Skills Capital Fund any applicants that fail to submit both an electronic copy and hard copy of a signed and completed detailed application form, together with supplementary information in accordance with the above submission requirements. To be eligible for the Skills Capital Fund, applicants must submit applications and supplementary financial information using the correct application forms and templates downloaded from the Coast to Capital website via this [**Link**](http://www.coast2capital.org.uk/strategic-objectives/295-click-here-for-all-document-downloads#sthash.s7gFiIn8.dpbs)
* If you do not hear back from Coast to Capital within one full working day acknowledging receipt of your application, then please contact us on tel: 01403 333840.

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| **Section 1: Applicant Contact Information** | |
| Applicant Name: |  |
| Applicant Address: |  |
| Applicant Contact Name and Job Title: |  |
| Contact Telephone: |  |
| Contact Email: |  |
| UPIN: |  |
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| **Section 2: Project Details** | |
| Title of Project: |  |
| Project Summary: | (a) *Maximum 100 words* |
| Total Project Cost: | £[ ] |
| Funding Requested from Skills Capital Fund | £[ ] Percentage [ ] of total project costs |
| Location of Project: | (b) |
| Is the project also located within an adjoining LEP area? | **Yes/No** (Delete as applicable)  If Yes, state the name of the LEP and summarise the outcome of any dialogue held with that LEP regarding the proposed project.  *Maximum 200 words* |
| Has the project previously been considered by the Skills Funding Agency or other funding bodies? | **Yes/No** (Delete as applicable)  If Yes, state the outcome and any subsequent changes made to the project.  *Maximum 250 words* |
| Please confirm that the proposal is State Aid compliant  (see guidance) | *Maximum 100 words* |

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| **Section 3: Benefits to Learners, Employers, Local Community and Supporting Economic Growth - how the project meets the key priorities set out in Chapter 6 of the LEP’s Strategic Economic Plan and its Skills Strategy ‘Skills for Growth’.** | | | |
| Key Drivers and Deliverables | | Coast to Capital will score this section under two main headings:  **Economic Drivers**  Projects should demonstrate how they will make a direct contribution to the economic growth in the Coast to Capital region, enabling the achievement of skills objectives in relation to priority sectors and research specialisms.  **Excellent Learning Facilities**  Projects should demonstrate how they will create learning environments of sufficient and significant quality to enable the delivery of high quality learning, and provide excellent and inspiring facilities to assist learners in realising their ambitions.  Applicants need to reference their case to the underpinning criteria outlined in Annex 1 of the First Stage Application Guidance document and support the case using robust quantifiable and achievable measures.  *Maximum 750 words* | |
| Outputs | | Applicants should provide quantified outputs, outcomes and benefits delivered by the project for example information on the number of additional learners supported, cost savings achieved, additional apprenticeship starts, reduction in people Not in Education, Employment and Training (NEETs) or number of Learners with Learning Difficulties or Disabilities (LLDD) learners supported as a result of the project.  *Maximum 500 words* | |
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| **Section 4: Property, Estate and Equipment Needs** | | | |
| **Current Condition of Estate and Current Needs**  (to be completed for applications for capital works) | | (c)  Describe the current condition of the estate and priorities for improvement as outlined in the latest estates strategy.  *Maximum 250 words* | |
| Current Details of the Estate | | Nature of tenure (leasehold, freehold) and total GIA (Gross Internal Area). | |
| Space Improved | | Describe the planned change to the estate and how this impacts on the overall GIA (including amount of space improved).  *Maximum 250 words* | |
| Capital Works | | Outline the capital works to be undertaken by the project.  *Maximum 250 words* | |
| **Equipment Need** (to be completed for applications for equipment funding) | | Insert details of the specialist equipment that is to be purchased and the cost.  *Maximum 100 words* | |
| Supporting Evidence | | Describe the purpose of the requested equipment and the impact of the investment.  *Maximum 250 words* | |
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| **Section 5: Financial Value for Money and Affordability** | | | |
| Project Funding/ Finance: | (d)  Complete Table 1 below to show how the project is to be funded/ financed.  **Table 1: Funding/Financing of Proposed Project**   |  |  | | --- | --- | | **Project funding/financing** | **Capital cost (£000)** | | Private sector | £ [ ] | | Coast to Capital Skills Capital Funding | £ [ ] | | Provider contribution (cash reserves) | £ [ ] | | Loan finance | £ [ ] | | Disposal proceeds | £ [ ] | | Other public sector grants | £ [ ] | | Other | £ [ ] | | **Total** | **£ [ ]** | | | |
| Capital Spend Profile: | (e)  Amount of project costs incurred in 2015-16: £[ ]  Amount of project costs incurred in 2016-17: £[ ]  Amount of project costs incurred in 2017-18: £[ ] | | |
| Value for Money and Efficiency Savings: | Applicants must accompany their First Stage Application with an investment appraisal (Excel format) for their preferred option and a base case (do the minimum) option. Providers should use the latest version of the Skills Funding Agency’s investment appraisal model, including assumptions and supporting guidance notes.  Complete Table 2 below to show the cost and Net Present Value (NPV) of each option:  **Table 2: Comparison of Options**   |  |  |  | | --- | --- | --- | | **Option** | **Cost (£000)** | **NPV (£000)** | | Proposed project |  |  | | Base case |  |  |   The investment appraisals should include estimates of any premises costs and operating savings arising from the project over a 20-year period.  Complete Table 3 below to show the estimated premises costs and savings over a 20 year-period for the proposed project:  **Table 3: Premises costs and savings**   |  |  |  | | --- | --- | --- | |  | **Proposed Project**  **Savings/Cost (£000)** | **Base Case**  **Savings/Cost (£000)** | | **Premises costs [1]** | £ [ ] | £ [ ] | | **Premises savings [2]** | £ [ ] | £ [ ] | | **Difference [1-2]** | **£ [ ]** | **£ [ ]** |   If the costs exceed the savings by more than 5 per cent of the total project cost then explain how the project will enable the applicant to reduce its overall premises costs per square metre over the investment period; or in exceptional cases, for example where the applicant proposes to build additional space to accommodate new provision, why the project is unable to contribute to lower premises costs (£/m2).  *Maximum 100 words* | | |
| Affordability: | Based on the applicant’s financial plan, which includes the project, confirm the financial health grade in:   * 2013/14 [Outstanding/Good/Satisfactory/Inadequate] * 2014/15 [Outstanding/Good/Satisfactory/Inadequate] * 2015/16 [Outstanding/Good/Satisfactory/Inadequate] * 2016/17 [Outstanding/Good/Satisfactory/Inadequate] | | |
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| **Section 6: Delivery and Programme** | | | |
| Outline the management plans to ensure effective delivery of the project | (f)  *Maximum 100 words* | | |
| Indicative programme for project completion | *Maximum 100 words* | | |
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| **Section 7: Risk** | | | |
| Risk and Mitigation: | | | (g)  *Maximum 200 words* |

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| **Section 8: Previous Project Funding** | |
| Details of previous projects funded by LSC/SFA during the previous five years | Provide brief details of capital projects in excess of £1 million completed in the last five years.  *Maximum 100 words* |
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| **Section 9: Declaration** | |
| **Declaration:** | **I certify that the information provided in this First Stage Application is complete and correct.** |
| **Signature**  **(Principal/CEO):** |  |
| **Print Name:** |  |
| **Date:** |  |

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| **Before submitting your detailed application ensure you have all the required supporting documentation:**   * **One hard copy of the application form, signed and dated** * **One electronic copy of the application form, signed and dated** * **Minutes confirming governing body approval for the project** * **Investment Appraisal for proposed project (latest version in Excel format)** * **Investment Appraisal for base case (latest version in Excel format)** * **If requesting greater than one-third grant support:** * **Financial plan and commentary (latest version of financial plan in Excel format)** * **Supporting evidence for any third-party project funding** |
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**EXPLANATORY NOTES**

(a) **Project Summary** – Summarise the proposed project, including the scope and nature of capital works or equipment requirement and use. ***Note:*** Coast to Capital may publish this at a later date.

(b) **Location of Project** – Provide the address of the proposed project, including post code.

(c) **Property, Estate and Equipment Needs** – Applicants should complete the relevant parts of this section in accordance with the funding being requested, i.e. for capital works, equipment or both. Explain how the project relates to the applicants’ estate strategy and strategic objectives. Outline what the applicant intends to achieve, including the key drivers for the project. Make it clear the extent to which the proposed project or equipment purchased will meet the identified need and how it links to the case for benefits to learners and economic growth (see section 3).

(d)  **Project Funding/Finance** – Complete the table to show how the provider plans to fund/finance the project. Normally, Coast to Capital will require projects to at least match its grant by double (that is, Skills Capital grant, 33.33 per cent: provider contribution, 66.67 per cent). **Where a provider does not consider the ‘double-match’ affordable, then they must provide a financial plan, which includes the project, using SFA’s financial plan template.** We expect providers to maximise disposal proceeds. Providers should provide supporting evidence for any third-party project funding, including loan finance, disposal proceeds and other public sector grants.

€ **Grant Profile** – Providers should base figures on the anticipated cost profile.

(f) **Delivery and Programme**– Provide an outline of project management arrangements. Show milestones and timings relating to key aspects of the project (planning, procurement, contract award, project completion, and acquisition/disposal).

(g) **Risk and Mitigation**– Highlight potentials risks to the project (such as risks relating to funding, programme, costs, value for money, site acquisition/disposal and procurement). Identify the likelihood and impact of each risk. Identify risk mitigation measures.