



Education
Funding
Agency

Sixth form college building condition improvement fund 2014 to 2015

Information note on the application process

December 2013

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Purpose

1. This information note explains how a sixth form college (SFC) can apply to the Building Condition Improvement Fund (BCIF) 2014 to 2015 and how the Education Funding Agency (we) will assess applications. SFCs applying for capital funds should follow the guidance below and complete and return the application form and supporting documents by 14 February 2014.
2. The main purpose of the BCIF is to enable SFCs to improve learning and teaching environments by improving the condition of buildings and/or by increasing space. In addition, for 2014 to 2015, BCIF will support improvements to Information Technology (IT) infrastructure, in response to SFCs' concerns expressed to Ministers. Eligible IT infrastructure costs are explained below. The objectives of BCIF for 2014 to 2015 are therefore as follows.
 - Improve SFC estates so that there are no buildings in condition category 'D' and, if funding permits, to improve buildings in category 'C';
 - Increase space in SFCs that have lowest space per student and have a demand for expansion; and
 - Improve IT infrastructure.

Eligibility and Prioritisation

3. All designated SFCs are eligible for support from the BCIF. A list of designated SFCs is at Appendix A. For the avoidance of doubt, sixth forms in local authority maintained schools are not eligible as they are supported by local authorities; sixth forms in Academies are not eligible as they are supported by the Academies Capital Maintenance Fund and general colleges of further education are not eligible as they are supported by the Skills Funding Agency.
4. We expect that the total funding for which SFCs will apply will exceed the available funding for 2014 to 2015, so we will assess applications according to the following information:
 - For building condition, the gross internal area (GIA) of a SFC that is in condition category D, and then the GIA that is in category C - particularly pressing needs where part of the building is not suitable for use or where all or part of buildings have high probability of becoming category D within a year.
 - For space, the GIA divided by the total number of funded students; and
 - For IT infrastructure, the sum of eligible costs and intended impact.
5. Detailed information on the building condition measures is in Appendix B.

6. The BCIF may support a SFC that wishes to increase its GIA due to current and expected overcrowding which is the result of its popularity and success. BCIF will not support expansion needed due to demographic growth.
7. SFCs with successful BCIF applications must spend the allocated funding on their approved projects by 31st March 2015. We plan to announce BCIF allocations at the end of March 2014. Therefore it is important that SFCs are ready to respond quickly once the funding information is announced.
8. We will allocate funding based on the information contained within the application form. It is unlikely that we will be able to engage in discussions with individual SFCs to clarify information, so SFCs are encouraged to explain their situations clearly. For those SFCs applying for an expansion project the SFC must be high performing in order to be eligible for funding.
9. We will assess applications against two sets of criteria: Gateway Criteria and Prioritisation Criteria. Gateway Criteria will test the eligibility of applications; Prioritisation Criteria will determine the relative need of SFCs.

Gateway Criteria

10. All applications must meet all of the following criteria in order to be assessed:
 - Project intends to improve or replace buildings that are currently categorised in condition C or D, and/or to increase the GIA of the SFC's estate, and/or to improve IT infrastructure.
 - Project satisfies the eligibility definitions as set out in Appendix C;
 - Proposed costs are within the acceptable cost allowances as set out in Appendix C.
 - Project is within the applicable floor space allowances as set out in Appendix C.
 - Project is achievable, meaning that all plans are realistic and that all BCIF-funded works will be completed by 31 March 2015. The only exception to this is where the SFC is proposing to complete the whole project after 31 March 2015, and that works undertaken after 31 March 2015 will be funded by other sources that are secure.
 - The SFC must be a designated SFC as at 1 April 2014.

Prioritisation Criteria

11. We will prioritise applications that have met all Gateway Criteria by assessing the relative needs of SFCs. The needs will be assessed using the following information:
 - For applications to improve building condition:

- The GIA currently in condition D;
 - The GIA currently in condition C;
 - The level of urgency of the proposed works;
 - Project cost per square metre.
- For applications to increase GIA by more than 150 m²:
 - The GIA per student, calculated by dividing the *current* total GIA, in square metres, by the total number of current students¹;
 - The planned GIA per student, calculated by dividing the total *post-project* GIA, in square metres, by the number of planned students² for 2014/15; and
 - Project cost per additional square metre.
 - For applications to improve IT infrastructure:
 - Intended impact and benefits:
 - system performance measured by uptime and user feedback
 - number of students / student hours accessing system
 - number of students accessing using own devices

12. We may consider exceptional factors (e.g. costs that exceed norms, estate configuration aspects) in order to fulfil BCIF objectives, maximise value for money and maximise benefits for students. SFCs should explain any special circumstances in the 'Rationale' section of the application form.

13. We will determine the proportion of funded projects that address condition, expansion and IT infrastructure needs. In unusually complicated cases, we will consider all relevant information to determine the outcome that will maximise benefits for students and achieve best value for money. The proportion of funding available for IT infrastructure will be determined after allocating funds to projects that will address condition and space needs.

Other Criteria

14. Allocations are subject to budget affordability, so a SFC may not receive the total amount for which it applied. We may, therefore, offer a SFC an allocation lower than that

¹ Current Year Learner numbers = full-time and part-time (full time equivalent) students eligible for funding as reported in most recent full-year return

² Total full-time and part-time (full time equivalent) students eligible for funding in September 2014 as agreed with EFA Territorial Team.

applied for; the SFC will then have the opportunity to propose revisions to its plan for agreement with the EFA.

15. In order to ensure consistency and fairness, we may validate building condition information by visits to some applicant SFCs, including SFCs whose application information is substantially different from that submitted for previous BCIF rounds. Please note that survey reports commissioned as part of the Property Data Survey Programme will not be available so building condition information will be evidenced by surveys conducted by SFCs.

16. Conditions of grant will include requirements, which SFCs understand well i.e. to follow good practice in procuring works; manage contracts professionally; exercise rigorous cost control in order to achieve best value for money and maximise benefits for students.

17. SFCs can use their own resources to contribute to the proposed works. However SFCs are not required to contribute to the cost of the works, and external funding will not be a prioritising criterion. Preparation costs for successful projects can be included in the project costs set out in the application. However we will not be responsible for any costs of preparing BCIF applications which are not successful.

18. SFCs may apply for projects that require works beyond 31st March 2015, if they can comply with the following conditions:

- The SFC will claim and spend its BCIF allocation by 31st March 2015,
- The works undertaken after 31st March 2015 will be wholly funded by the SFC with no expectation of further financial support for the project from us, and
- The SFC confirms that the funding sources being used to complete the project are secure and pose no risk to preventing project completion.

19. We anticipate that the maximum grant for projects that address condition and space needs will be £1.5m. The maximum grant for projects that address only IT infrastructure will be £100,000. Projects comprising refurbishment or new build will include IT infrastructure as part of the project costs. We may by exception consider larger projects if there is strong evidence of need and achievability. As stated above, SFCs can provide funding from other sources to increase the size of projects.

20. A BCIF allocation for the expansion of a SFC's estate does not confer any expectation of additional revenue funding for the SFC. Revenue allocations will continue to be determined by EFA funding and territorial teams.

21. Expansion due to Basic Need or demographic changes (where there is an excess of forecast demand for places in the area over the existing capacity to provide them) does **NOT** fall within the remit of the BCIF.

Application Form Information

22. The Application Form, which accompanies this guidance, is an Excel workbook and can be downloaded from the DfE website. The Application Form has the following sections:

- Sixth Form College Information
- Proposed Works
- Rationale
- Learner numbers
- Building Condition and Space
- IT Infrastructure
- Summary
- Declaration

23. The table below explains the information required in each section. As stated above, it is unlikely we will be able to communicate with individual SFCs to clarify information, so you need to ensure that all information is clear and concise, including explaining information that varies from information submitted previously.

Sixth Form College Information
<ul style="list-style-type: none">• Ensure that you provide all information requested.• Local authority codes are listed in Appendix D.• Provide a short summary of the work you plan to do.
Proposed Works
<ul style="list-style-type: none">• Provide the cost estimates.• Provide details of the proposed works building-by-building.• On all worksheets, greyed-out cells will auto-fill.
Rationale
<ul style="list-style-type: none">• Explain the benefits that you intend the proposed project to provide. Attach further information if it will help explain your rationale.• Explain the level of urgency of the proposed works and the estimated date by which the building, or part of building, would become inoperable without the planned works.• If applying to increase GIA, explain the need to do so.
Learner Numbers
<ul style="list-style-type: none">• All applications must supply the requested information.• Learner numbers must be consistent with your most recent full-year return agreed with the EFA.

Condition and Space

- All information must be consistent with the Proposed Works page.
- List the GIA and condition category for each building as planned for 31 March 2014, and as planned after project completion. Greyed-out cells will auto-fill.
- List the GIA for the whole estate by condition category as planned for 31 March 2014, and as planned after project completion. Greyed-out cells will auto-fill.
- List the GIA changes, as relevant to the project, under the refurbishment, new build and demolished heading.
- Explain any variation with the information you submitted in the 2013-14 BCIF application. We may undertake site visits in order to validate building condition information.
- You must use the overall assessment of the building, or parts of the building, to assess the condition category. You should not assess individual elements within the building, such as services or building fabric. Please see Appendix for further information.
- Summarise the condition of the estate as expected at 31 March 2014, including any unusual aspects that We should consider when assessing your application. Attach further information if it will help explain your situation.

IT Infrastructure

- Summarise the existing IT infrastructure and state why the upgrade or replacement works are necessary.
- List the intended impacts and benefits.
- Itemise the costs up to a limit of £100k.
- Confirm that the itemised costs are part of your estate / IT development plan.

Summary

- Complete the Project Cost and Funding summary table. Identify the source of any additional funding - e.g. reserves, loan, grant from (specify) other organisation.
- All cost information must be consistent with the Proposed Works page.
- Complete the project timetable.
- Append a layout plan showing the proposed works.
- Provide any other information that could further support your application.

Declaration

- Principal / Chief Executive must sign the application and may delegate signing authority for future returns.
- Delegates must also sign the form.
- A scanned copy of this page must be attached to the application.

Figure 1: Application Form Summary

24. You will need to ensure that We receives by email the following information **by Friday 14 February 2014**:

- Your completed Application – i.e. the completed Excel workbook.
- The scanned Declaration page.
- Layout plan.
- Other information to support the application

25. Contact Craig Weaver for advice and support. Any SFCs that expect to have difficulty meeting the deadline should contact Craig Weaver as soon as possible:

Email: craig.weaver@education.gsi.gov.uk

Phone: 024 7666 0403

Programme Timetable

Timetable for Allocating the SFC Building Condition Improvement Fund 2014 to 2015	
19 December 2013 14 February 2014	<ul style="list-style-type: none"> • EFA publishes BCIF Guidance and Application Form • SFCs return information to EFA
31 March 2014	<ul style="list-style-type: none"> • EFA issues allocations and conditions of grant letters
April 2014	<ul style="list-style-type: none"> • SFCs return the terms and conditions document and project information form
May 2014	<ul style="list-style-type: none"> • SFCs proceed with projects • EFA issues first payments on receipt of signed letters
May 2014 to March 2015	<ul style="list-style-type: none"> • EFA monitors and reports progress • SFCs submit final payment forms • EFA issues final payment on receipt of final report
31 March 2015	<ul style="list-style-type: none"> • Programme spend completed • Projects completed

Figure 2: Timetable

Email the completed application form and supporting documents by 14 February 2014.
to:

mark1.nightingale@education.gsi.gov.uk

Appendix A: Designated Sixth Form Colleges as at 17 December 2013.

Sixth Form College	
Alton College	New College Pontefract
Aquinas College	New College, Telford
Ashton Under Lyne Sixth Form College	Newham Sixth Form College
Barrow-in-Furness Sixth Form College	Notre Dame Sixth Form College
Barton Peveril College	Oldham Sixth Form College
Bexhill College	Palmer's College
Bilborough College	Paston College
Birkenhead Sixth Form College	Peter Symonds College
Blackpool Sixth Form College	Portsmouth College
Bolton Sixth Form College	Priestley College
Brighton Hove and Sussex Sixth Form College	Priors Pursglove College
Brooke House Sixth Form College	Queen Elizabeth Sixth Form College
Cadbury Sixth Form College	Queen Mary's College, Basingstoke
Cardinal Newman College	Regent College
Carmel College	Reigate College
Cheadle and Marple College	Richard Huish College
Christ The King Sixth Form College	Richard Taunton's College
Cirencester College	Rochdale Sixth Form College
City of Stoke on Trent Sixth Form College	Scarborough Sixth Form College
Coulsdon College	Shrewsbury Sixth Form College
East Norfolk Sixth Form College	Sir George Monoux Sixth Form College
Esher College	Sir John Deane's College

Farnborough Sixth Form College	Solihull Sixth Form College
Franklin College	St Brendan's Sixth Form College
Gateway College	St Charles Catholic Sixth Form College
Godalming College	St Dominic's Sixth Form College
Greenhead College	St Francis Xavier College
Hartlepool Sixth Form College	St John Rigby College
Havant College	St Mary's College, Blackburn
Havering Sixth Form College	St Vincent College
Hereford Sixth Form College	Stockton Sixth Form College
Hills Road Sixth Form College	Strode's College
Holy Cross College	The College of Richard Collyer in Horsham
Huddersfield New College	The Henley College
Itchen College	The Sixth Form College Colchester
John Leggott Sixth Form College	Thomas Rotherham College
John Ruskin College	Totton College
Joseph Chamberlain College	Varndean College
King Edward VI College, Nuneaton	Wilberforce College
King Edward VI College, Stourbridge	Winstanley College
King George V College	Woking Sixth Form College
Leyton Sixth Form College	Woodhouse College
Long Road Sixth Form College	Worcester Sixth Form College
Longley Park Sixth Form College	Wyggeston & Queen Elizabeth 1 College
Loreto College	Wyke College
Lowestoft Sixth Form College	Xaverian College
Luton Sixth Form College	

Appendix B: Building Condition Categories

Category A (as new)

Gross Internal Area (GIA)³ of space typically built within the last 5 years, or may have undergone a major refurbishment within this period.

Building is maintained / serviced to ensure fabric and building services replicate conditions at installation. No structural, building envelope, building services or statutory compliance issues apparent. No impacts upon operation of the building.

Category B (sound)

GIA of space operationally safe and exhibiting only minor deterioration.

Maintenance will have been carried out and only minor deterioration to internal/external finishes. Few structural, building envelope, building services or statutory compliance issues apparent. Likely to have only minor impacts upon the operation of the building.

Category C (Operational)

GIA of space for which major repair or replacement needed in the short to medium term (within 3-5 years).

Estate requires replacement of building elements or services elements in the short to medium term. Several structural, building envelope, building services or statutory compliance issues apparent, or one particularly significant issue apparent. Often including identified problems with building envelope (e.g. windows, roof), building services (e.g. boilers, chillers). Likely to have major impacts upon the operation of the building, but still allow it to be operable.

³ Gross Internal Area is the area of the building in square metres, measured to the internal face of the perimeter walls at each floor level.

Category D (Inoperable)

GIA of space at serious risk of major failure or breakdown.

Building is inoperable, or likely to become inoperable, due to statutory compliance issues or condition representing a health and safety risk or breach. May be structural, building envelope, or building services problems coupled with compliance issues.

Appendix C: Eligible and Ineligible Works, Cost and Floor space Standards, Performance Criteria

Eligible Works

Eligible works can include any works to improve the condition of existing buildings, create new buildings and IT infrastructure. This might involve the construction of new replacement buildings or an extension to an existing building, where the intention is to replace an existing building in poor condition that is due to be demolished. For the purposes of the BCIF, IT Infrastructure is defined as: *the system of networked communications to connect and manage data, information and learning resources for student and staff use.*

Listed below is a summary of the type of works which are allowable. This list is only a guide and is not exhaustive; if in doubt, SFCs should check with us.

- Refurbishment of the whole or part of an existing building.
- Urgent health and safety works.
- Works to replace or upgrade the fabric of a building, including items such as roofs, boilers, cladding and windows.
- Replacement of fixed and loose equipment specifically relating to the part of the building which is to be refurbished, as long as the cost of this element is less than 15 per cent of the total value of the package of works.
- The reconfiguration of existing buildings that forms part of a refurbishment programme.
- New build of additional floor space up to 150 m² under the condition element of the fund;
- Professional fees and VAT associated with any of the works listed above.
- Improvements to grounds and building surroundings material to health and safety, if costs do not exceed ten per cent of total project cost.
- The construction of a new building, or acquisition of a leasehold building or freehold building, to accommodate an increase in students or leading to an expansion in the size of the college's estate.
- The creation of additional floor space through the construction of a mezzanine floor within an existing building.
- The upgrade or replacement of network cabling, network hardware (core/edge switching, routers), security (firewalls, content filtering), access control, wireless equipment, and upgrading or replacing critical environmental support systems (i.e. air conditioning, uninterruptable power systems).

Ineligible Works

The following works are not eligible for funding. This list is not exhaustive; if in doubt, SFCs should contact us.

- The costs associated with leasing a building unless the project is to replace existing accommodation in poor condition with the acquisition of a building on a long-lease.
- Retrospective projects for work already completed at the time that the application has been submitted.
- Replacement of fixed and loose equipment specifically relating to the part of the building which is to be refurbished, if the cost of this element is more than 15 per cent of the total value of the package of works and
- Improvements to grounds and building surroundings material to health and safety, if costs exceed ten per cent of total project cost.
- The replacement of fixed and loose equipment – including servers, AV and user devices, desktops and laptops, all software - including education programmes, , server operating systems and applications, web filtering, virtual learning environments, all licences – including educational , management and security applications and costs of support and maintenance.

Cost Standards

We have not published cost standards for small scale refurbishment projects or works to address the replacement and repair of specific elements of a building. Therefore BCIF proposals to improve the condition of existing buildings as a result of refurbishing space do not have to meet specific cost standards. However all project cost estimates included in the proposals should be reasonable and offer value for money. As stated above, We will use cost to prioritise.

For new build projects the EFA expects that the proposals will meet the following cost standards.

Gross new build cost per square metre with VAT payable only on Fees and Equipment	£1,651/m ² to £1,715/m ²
Gross new build cost per square metre with VAT payable on all project costs	£1,901/m ² to £1,976/m ²

These costs ranges are subject to a Building Cost Information Services (BCIS) location factor. The location factors are listed in Appendix D. SFCs should apply the appropriate location factor to the cost standards above. Projects with lower costs are acceptable.

Cost is both a Gateway Criterion and a Prioritisation Criterion, and any applications with costs over and above these standards will not be approved unless there are exceptional circumstances which the EFA accepts as material.

Floor Space Standards

We have not published floor space standards for SFCs but do expect SFCs to use the floor space as efficiently as possible. The overall acceptable SFC floor space standards should be at least as space efficient as those set out in the document '[Guidance for Further Education Colleges on the Management of Floor Space](#)' (LSC, May 2007).

SFCs that are applying to the BCIF for works that will not lead to an increase in the overall GIA of the SFC's estate do not need to meet any floor space criteria. However those applications that will lead to the expansion in the GIA of the college will need to meet the following gateway criteria on floor space.

For the purposes of BCIF the floor space measure that will be used is the total GIA (in m²) divided by the total number of students.⁴ In order to meet the Gateway Criterion an application must show that the forecast area per learner as at 2014/15 is less than 7 m².

⁴ Total students = full-time and part-time (full time equivalent) students eligible for funding as reported in most recent full-year return

Appendix D: BCIS Location Factors

Local Authority	LA Code	Location Factor
Barking and Dagenham	301	1.11
Barnet	302	1.11
Barnsley	370	0.91
Bath and North East Somerset	800	1.08
Bedford	822	0.99
Bexley	303	1.11
Birmingham	330	0.97
Blackburn with Darwen	889	0.99
Blackpool	890	1.00
Bolton	350	0.97
Bournemouth	837	1.09
Bracknell Forest	867	1.10
Bradford	380	0.91
Brent	304	1.11
Brighton and Hove	846	1.08
Bristol, City of	801	1.08
Bromley	305	1.11
Buckinghamshire	825	1.04
Bury	351	0.96
Calderdale	381	0.90
Cambridgeshire	873	1.06
Camden	202	1.20

Central Bedfordshire	823	1.03
Cheshire East	895	0.98
Cheshire West and Chester	896	0.97
City of London	201	1.20
Cornwall	908	1.04
Coventry	331	0.98
Croydon	306	1.11
Cumbria	909	0.95
Darlington	841	0.98
Derby	831	0.92
Derbyshire	830	0.94
Devon	878	1.03
Doncaster	371	1.02
Dorset	835	1.06
Dudley	332	0.94
Durham	840	0.92
Ealing	307	1.11
East Riding of Yorkshire	811	0.96
East Sussex	845	1.07
Enfield	308	1.11
Essex	881	1.03
Gateshead	390	0.93
Gloucestershire	916	1.06
Greenwich	203	1.20
Hackney	204	1.20
Halton	876	0.96

Hammersmith and Fulham	205	1.20
Hampshire	850	1.02
Haringey	309	1.11
Harrow	310	1.11
Hartlepool	805	0.92
Havering	311	1.11
Herefordshire	884	0.97
Hertfordshire	919	1.08
Hillingdon	312	1.11
Hounslow	313	1.11
Isle of Wight	921	1.03
Islington	206	1.20
Kensington and Chelsea	207	1.20
Kent	886	1.06
Kingston upon Hull, City of	810	0.97
Kingston upon Thames	314	1.11
Kirklees	382	0.96
Knowsley	340	0.95
Lambeth	208	1.20
Lancashire	888	0.97
Leeds	383	0.96
Leicester	856	0.94
Leicestershire	855	0.94
Lewisham	209	1.20
Lincolnshire	925	0.93
Liverpool	341	0.96

Luton	821	1.06
Manchester	352	1.01
Medway	887	1.09
Merton	315	1.11
Middlesbrough	806	0.95
Milton Keynes	826	1.01
Newcastle upon Tyne	391	0.93
Newham	316	1.11
Norfolk	926	1.01
North East Lincolnshire	812	0.88
North Lincolnshire	813	0.89
North Somerset	802	1.06
North Tyneside	392	0.93
North Yorkshire	815	0.98
Northamptonshire	928	0.99
Northumberland	929	0.95
Nottingham City	892	0.94
Nottinghamshire	891	0.93
Oldham	353	0.96
Oxfordshire	931	1.01
Peterborough	874	1.03
Plymouth	879	1.02
Poole	836	1.08
Portsmouth	851	0.99
Reading	870	1.06
Redbridge	317	1.11

Redcar and Cleveland	807	0.95
Richmond upon Thames	318	1.11
Rochdale	354	0.96
Rotherham	372	0.91
Rutland	857	0.96
Salford	355	0.98
Sandwell	333	0.98
Sefton	343	1.03
Sheffield	373	0.98
Shropshire	893	0.96
Slough	871	1.05
Solihull	334	0.97
Somerset	933	1.02
South Gloucestershire	803	1.08
South Tyneside	393	0.91
Southampton	852	1.02
Southend-on-Sea	882	1.02
Southwark	210	1.20
St Helens	342	0.97
Staffordshire	860	0.94
Stockport	356	0.96
Stockton-on-Tees	808	0.91
Stoke-on-Trent	861	0.95
Suffolk	935	1.03
Sunderland	394	0.90
Surrey	936	1.11

Sutton	319	1.11
Swindon	866	1.06
Tameside	357	0.98
Telford and Wrekin	894	0.94
Thurrock	883	1.03
Torbay	880	1.05
Tower Hamlets	211	1.20
Trafford	358	0.99
Wakefield	384	0.93
Walsall	335	0.94
Waltham Forest	320	1.11
Wandsworth	212	1.20
Warrington	877	0.95
Warwickshire	937	0.99
West Berkshire	869	1.06
West Sussex	938	1.06
Westminster	213	1.20
Wigan	359	0.94
Wiltshire	865	1.05
Windsor and Maidenhead	868	1.10
Wirral	344	0.98
Wokingham	872	1.04
Wolverhampton	336	0.96
Worcestershire	885	0.97
York	816	1.00



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