**Further Education Condition Fund: Request Form**

Colleges must return **one** electronic copy of the signed and completed Request Form and supplementary information to the Provider Gateway and ensure that it is submitted to the Provider Gateway by **COP 14 March 2014**

In addition colleges must also ensure that the Agency receives **one** hard copy of the signed and completed Request Form and supplementary information at the following address by **COP 14 March 2014**:

Capital Team

Skills Funding Agency

Cheylesmore House

Quinton Road

Coventry

CV1 2WT

**Notes:**

Without exception, the Agency will **not** consider as eligible for the Fund any colleges that fail to submit both an electronic copy and hard copy of a signed and completed Request Form, together with supplementary information in accordance with the above submission requirements. To be eligible for the Condition Fund, colleges must submit Request Forms and supplementary financial information using the correct application forms and templates downloaded from the [Capital Funding](http://propertyservices.skillsfundingagency.bis.gov.uk/capitalfunding/) page of the Agency’s website.

Additional information on how to upload the submission form and supplementary information is available at Annex 3 of the [Guidance](http://propertyservices.skillsfundingagency.bis.gov.uk/capitalfunding/) document.

|  |  |  |
| --- | --- | --- |
| **College Name** |  | |
| **College Address** |  | |
| **College Contact Name and Job Title** |  | |
| **Contact Telephone** |  | |
| **Email** |  | |
| **UPIN** |  | |
| **Capital Grant Allocation:** | **£** | |
|  | | |
| **1. Use of Capital Grant Allocation Details** | | |
|  | | |
| **Project Title** | |  |
| **Project location (including postcode)** | |  |
| **Summary of capital works proposed and estimate of costs** | | **[250 words]** |
| **Impact of Investment** | | Complete the table below to show the area of estate in eMandate condition A, B, C and D before and after completion of the works:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Table 1: Impact of proposed works on areas and condition** | | | | | | | GIA (m2) and percentage of estate in condition category A, B, C and D (before works [1] | % | GIA (m2) and percentage of estate in condition category A, B, C and D (after works) [2] | % | Change in condition of GIA (m2) and percentage of estate as a result of the works = [2-1] | % | | A: |  | A: |  | A: |  | | B: |  | B: |  | B: |  | | C: |  | C: |  | C: |  | | D: |  | D: |  | D: |  | | Total: |  | Total: |  | Total: |  | |
| **Rationale for Investment:** | | **[Up to 500 words]** |
| **Total works cost:** | | **[Costs incurred from 16 December 2013]**  **£** |
| **Agency grant:**  **% of total works costs:** | | **£**  **%** |
| **College contribution:**  **% of total works cost:** | | **£**  **%** |
|  | | |
| **3. Declaration and Signature** | | |
|  | | |
| **Declaration:** | | **I certify that the information provided in this form is complete and correct to the best of my knowledge. I accept the criteria and conditions for the use of the Agency’s capital grant. I confirm that, as at the start of the 2012/13 academic year, more than 20 per cent of the college estate was in condition category C and/or D and that this will remain the case following completion of any existing approved Enhanced Renewal Grant and College Capital Investment Fund projects.** |
| **Signature**  **(College Principal)** | |  |
| **Print Name** | |  |
| **Date** | |  |