



Insert name

Position/title

Company name

Address line 1

Address line 2

Address line 3

[Insert date]

Dear Sir/Madam

Re: Grant Offer Letter for Training Bursaries.

This Grant Offer is made between:

(1) **The Secretary of State for Education** and

(2) **[name of the body]** of **[address]** **[with Charity Commission registration number or Companies House Registration number]**.

This letter confirms that a grant will be awarded for Training Bursaries for the purpose of delivering Initial Teacher Training (ITT) in accordance with the amounts stated in the Training Bursary Funding Summary issued to accredited providers prior to the start of the academic year. The Initial Teacher Training Bursary guide sets out the arrangements for administering this Grant. Grant funding levels may be adjusted from time to time to reflect trainee data and National College for Teaching & Leadership (NCTL) supported places in accordance with Annex E. This grant is subject to the Department for Education [Grant Funding Agreement Terms and Conditions](#).

This Grant Offer Letter, relevant annexes and the Grant Terms and Conditions together make up the Grant Funding Agreement.

Any grant paid by the Secretary of State will be paid pursuant to the Education Act 2002, section 14, and will accordingly be paid only in respect of approved expenditure incurred by your institution for the purpose of the funded activities. This letter must be read in conjunction with the relevant annexes:

Annex A - Acceptance of Grant Offer and effective date

Annex B - Bank account details

Annex C - Not applicable

Annex D - Not applicable

Annex E - Detail of Grant Allocation

Annex F - List of Objectives for which the grant is being paid

Annex G - Not applicable

Annex H - Not applicable

Annex I - Exit Plan

Annex J - Not applicable

To accept this offer of funding, we require you to complete all highlighted sections in the Grant Offer letter and return all pages of the letter back to the Department for Education at gfa.nctl@education.gsi.gov.uk.

Yours sincerely,

Russell Andrews
Deputy Director
Business Services Division

Annex A - Acceptance of Grant Offer and effective date - Training Bursary

This Grant Funding Agreement is effective from the date of signing.

Signed by a person authorised to sign on behalf of the Secretary of State	
Date	
Signature	
Name (please print)	
Position in DfE	

As representative of [*insert name of the body*] I have read both the Grant Offer Letter and associated annexes, and the Department for Education [Grant Funding Agreement Terms and Conditions](#) as contained on its website. I agree to comply with the notified terms and conditions of the grant on which the offer is made.

Signed by a person authorised to sign on behalf of [<i>insert name of the body</i>]	
Date	
Signature	
Name (please print)	
Position in organisation	

Principal contacts	Department	[<i>name of the body</i>]
Contact name/Postal address	Michelle Moore, NCTL, DfE Mark Hollinrake, NCTL, DfE	
Position	Head of Funding Head Viability and Intervention	
Telephone no.	01616001374 02073407458	
Email address	michelle.moore@education.gov.uk Mark.HOLLINRAKE@education.gov.uk	

Annex B – Bank account details - [insert programme/activity and grant register reference number]

Information required by the Department to make payment of grant for the activities stated in the offer letter.

Contact details for [insert name of the body] to whom payment should be sent

Organisation name: _____

Address: _____

Post Code: _____

Telephone no: _____

Remittance
E-mail address: _____

Bank account details

Account name: _____

Bank address: _____

Account no: _____

Sort code: _____ Roll number: _____

Bank name: _____

Signed by a person authorised to sign on behalf of [insert name of the body]

Signature: _____

Name (please print): _____

Position in organisation: _____

Date: _____

Annex E - Details of Grant Allocations – Training Bursaries

The grant will be paid to ITT providers 11 monthly installments from September to July of the academic year. The National College for Teaching and Leadership (NCTL), will make the monthly payments

Recipients of grant funding will receive remittance advice from the DWP on behalf of the NCTL and will be able to access the ITT Extranet to view the monthly payment profile. If access to the ITT Extranet is required it can be arranged by submitting a request by email to ITT.funding@education.gov.uk.

This amount may change each month to reflect the actual position of your trainees. Please refer to the extranet every month following payment, to view your profile for the remainder of the academic year.

Annex F – List of objectives for which the grant is being paid – Training Bursaries

1 Background

- 1.1 The training bursary is a financial incentive to attract and retain high quality graduates into the teaching profession. Bursary levels will vary according to the initial teacher training (ITT) phase or subject specialism which they wish to train to teach. Trainees must have at least a 2:2 to access a bursary in a shortage subject, and at least a 2:1 for non-shortage subjects.

2 Aim

- 2.1 [insert name of the body] shall use all reasonable endeavours to achieve the following aims:
- Ensure the content, structure, delivery and assessment of programmes to:
 - a) enable trainee teachers to meet all the standards for QTS across the age range of training, and
 - b) ensure that no trainee teacher is recommended for the award of QTS until they have met all of the standards for QTS.

3 Objectives

- 3.1 [insert name of the body] shall use all reasonable endeavours to achieve the following objectives:
- Select and recruit the highest quality candidates to programmes of ITT
 - Design and deliver high quality programmes of ITT
 - Rigorously assess trainees against all of the relevant standards for QTS, and only support the recommendation of those trainees that have been deemed to have met them.
 - Demonstrate propriety and adequate controls in your financial management, and comply with relevant financial reporting or governance requirements.
 - Comply with the NCTL data requirements and requests as stipulated in all NCTL guidance.
 - Pass on 100% of the training bursary funding issued to you under this agreement to the trainee in order to support them to achieve the aims set out above.

4 Complying with new Government policies

- 4.1 The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and

consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.

Annex I – Exit plan – Training Bursaries

This standard exit plan should be used by all grantees. If you wish to amend the standard exit plan in any way please contact us.

Introduction

1. Although the Department does not seek to exercise detailed control of the activities of [insert name of the body], it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of [insert name of the body] and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.
2. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and [insert name of the body] acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.
3. The Department shall be entitled to disclose the contents of the exit plan to any future bidder for the Grant (or its equivalent).

Objectives

4. The objective of the exit plan is to ensure:
 - a. an orderly and smooth transition of the grant funded activities from [insert name of the body] to a successor body or the Department at the expiry or termination of this Grant;
 - b. the continuation of grant funded activities;
 - c. that there is no undue favour to [insert name of the body] in any future competition for the Grant (in whole or in part); and
 - d. that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

General

5. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the successor, as the case may be, in order to achieve such transition.
6. When such endeavours and co-operation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated with providing such

assistance and the Department shall pay such reasonable charges.

7. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

Exit Planning

8. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.
9. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

Assistance

10. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex F until the date of expiry or termination or transfer of the Grant (as appropriate).
11. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

Assets Register

12. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.
13. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

Transfer of the Department's Data

In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in

14. any event, within one month of notice of termination, deliver the Department's data, including the following:
 - a. an inventory of the Department's data and any other data available for transfer;
 - b. a data structure definition (where relevant) covering all available Departmental data; and

- c. a proposed method for testing the integrity and completeness of the Department's data transferred.

Documentation and Access

15. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:
 - a. the work programme, objectives/targets, and other services delivered by you under this funding agreement;
 - b. any software, including third party software and any hardware used in connection with the delivery of the activities;
 - c. software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third party software identified by name of supplier, term of Grant, and charges payable under the Grant; and
 - d. any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.
16. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

Transfer Support Activities

17. You shall co-operate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.