**This document has been withdrawn**

**BUILDING CAPACITY GRANT NOTICE**

**Building capacity grant for Pupil Referral Units (PRUs) / Alternative Provision (AP) Academies**

1. The Secretary of State has agreed to allocate a grant under **Section 14** of the **Education Act 2002** of up to £35,000 per year for a maximum of two years to the Academy Trust to help fund the post of a business manager / accountant / bursar for such services for a period of up **until March 2015.**
2. The amount payable is based on the number of agreed places at the PRU/AP Academy according to the following rates:
	1. £8,750 for PRUs/AP Academies with 19 or fewer places
	2. £17,500 for PRUs/AP Academies with 20 to 49 places
	3. £26,250 for PRUs/AP Academies with 50 to 79 places
	4. £35,000 for PRUs/AP Academies with 80 places or more

The grant will be paid pro rata. For example, the full amount will be applicable for claims submitted for payment in April; 11/12ths for claims submitted for payment in May; and so on.

The Academy Trust will need to submit **separate** claim forms for each individual PRU / AP Academy that it is claiming for.

**Conditions**

1. The grant will be paid under the following conditions that it may only be used to help fund the post of a business manager / accountant / bursar, or such services (for example, to manage the cash-flow of the AP Academy, to build relationship with potential commissioners and to model and agree appropriate top-up funding rates).

**Audit and repayment**

1. A separate claim form must be submitted to the Department for each of the two financial years in which the grant is claimed.
2. All records must be kept in accordance with the funding agreement. Records should be retained to show that the grant has been used for the purposes outlined above for 6 years after the end of the financial year in which the expenditure has taken place. The books and records of the PRU/AP Academy relating to the claiming and use of grant will be open to inspection by the National Audit Office and representatives of the Secretary of State as and when they may require.
3. Where a grant is paid in advance of a PRU converting to AP Academy status, in the event that the conversion does not occur then any unused grant should be repaid to the Secretary of State within 10 working days of notifying us that you are withdrawing your application to convert.

When procuring goods and services for the PRU/AP Academy, you are reminded of the requirement to comply with EU and UK procurement law and regulations when appropriate.

**Next steps**

* Please email a PDF copy of the signed and completed DfE Finance Claim Form to your DfE Project Lead and copy it to the following mailbox: PRU.CONVERSIONS@education.gsi.gov.uk.
* DfE will endeavour to pay the grant within one month of the Claim Form being submitted.

**Note:** This form should **not** be sent to EFA.

**DfE Finance Claim Form**

**BUILDING CAPACITY GRANT**

|  |
| --- |
| **Claimant** |
| Academy Trust |  |
| PRU / AP Academy |  |
| LA / Establishment Number |  |
| Address |  |
| Telephone number |  |
| Email address |  |

|  |
| --- |
| **Claim**  |
| Financial year | 2013/14 or 2014/15 |
| Number of agreed places |  |
| Claim amount |
| **£8,750**19 or fewer places | **£17,500**20 to 49 places | **£26,250** 50 to 79 places | **£35,000** 80 places or more |
|  |  |  |  |

The Academy Trust wish to apply for the Building Capacity grant for the above named PRU/AP Academy for an amount of [**£xxx[[1]](#footnote-2)** ]. This grant will be used to help fund the post of a business manager / accountant / bursar or related services to manage the cash-flow of the AP Academy, to build relationship with potential commissioners and to ensure that appropriate modelling has been carried out to calculate appropriate top-up funding to ensure that sufficient reserve has been built.

|  |
| --- |
| **Bank details** |
| Bank name |  |
| Name of account  |  |
| Address |  |
| **Bank account and sort code** |
| Sort code |  |  |  |  |  |  |
| Account code |  |  |  |  |  |  |  |  |

I have read the conditions relating to the provision of the Grant and I agree to comply with the conditions.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex A**

**Declaration of grant expenditure – Building Capacity Grant for Alternative Provision Academies**

We, founding members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academy Trust can confirm that the Capacity Building grant of £\_\_\_\_\_\_\_\_\_\_\_\_\_ paid to us in financial year [**INSERT**] to help fund the post of a business manager / accountant / bursar or related services has been spent on costs as outlined in the terms of the grant notice.

A total of £\_\_\_\_\_\_\_\_\_\_\_\_\_ was spent on funding the above post or related services.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The grant will be paid pro rata. For example, the full amount will be applicable for claims submitted for payment in April; 11/12ths for claims submitted for payment in May; and so on. The annual grants will be as follows:

£8,750 for PRUs/AP Academies with 19 or fewer agreed places; £17,500 for PRUs/AP Academies with 20-49 agreed places; £26,250 for PRUs/ AP Academies with 50-79 agreed places; and £35,000 for PRUs/ AP Academies with 80 or more agreed places. [↑](#footnote-ref-2)