



Condition Improvement Fund

Managing your project

Introduction

- Who are **Kay Tregenna Architects**.
 - I set up my own practice in March 2019 having worked in other companies for over 20 years.
- Kay's experience in the education sector:
 - 16 years experience working with Devon County Council, working directly for schools and more recently academies.

What is this presentation about?

- This presentation aims to cover the following:-
 - What is the Condition Improvement Fund (CIF)?
 - Who can apply?
 - CIF Criteria and suitable projects;
 - How is CIF assessed?
 - Preparing a high quality CIF bid;
 - Working with consultants;
 - Any questions?

What is CIF?

- CIF – The Condition Improvement Fund.
 - The core priority is to support condition projects.
 - The focus of the fund is to keep academies and 6th form college buildings safe and in good working order.
 - CIF funding aims to address issues with significant consequences that revenue of DFC (Devolved Formula Capital) funding cannot meet.
 - This include issues with poor building condition, building compliance and health & safety.

What is CIF?

- CIF – The Condition Improvement Fund.
 - The highest priority is given to condition projects that address compliance and health & safety. Then priority will be given to projects to ensure weather tight buildings and continuous heating and water supply.
 - CIF also supports a small proportion of expansion projects where academies need to expand their existing facilities and/or floor space to address an increase in the number of admissions or to address overcrowding.
 - CIF funding must be used for the project it is awarded for and changes to the scope of works of specification must be agreed with the CIF team.

What is CIF?

- CIF – The Condition Improvement Fund.
 - CIF rounds are heavily oversubscribed.
 - Only applications that demonstrate a high project need, supported with evidence, and which align closely with the priorities of CIF are likely to be successful.

Who can apply?

- The establishment is eligible to apply for CIF funding if it meets the following criteria:-
 - It is **NOT** part of a larger multi-academy trust (MAT) of at least 5 academies and more than 3,000 pupils;
 - It is **NOT** part of an opted-in chain receiving formulaic funding;
 - Is open before the January census;
 - It is an academy or 6th form college as of 1st September, or has a signed academy order as of 1st September that will be converted by 1st April.

What type of projects?

- There are 3 categories of CIF project:-
 - Condition
 - Condition with expansion
 - Expansion

What type of projects?

- Condition projects

These are projects to improve the condition of a school, with **no** expansion of the gross internal floor area.

What type of projects?

- Condition with expansion projects

These are projects to improve the condition of a school, where there may be an increase in floor area of up to 10% of the previous building. The aim must still be to address significant condition need.

What type of projects?

- Expansion projects

These are projects to create additional places or address overcrowding.

Schools must be able to demonstrate that they are high performing and the new building/extension must be more than 10% larger than the previous building/extension, or add functional areas or facilities.

Projects fall into two sub-categories:-

- Added places projects – where the expansion leads to an increase in the number of pupils on roll.
- Overcrowding projects – where the expansion addresses an existing overcrowding issue but does not result in an increase in pupils.

What type of projects?

- Project thresholds (for CIF 2019/20)
 - Primary and special schools – min. £20,000 and max. £4M.
 - Secondary schools, all-through schools and 6th form colleges – min. £50,000 and max. £4M.
- Each academy or 6th form college can submit up to 2 projects but only one can be an expansion project.

How is CIF assessed?

- Assessors will evaluate each project using the information contained within the application and make award an overall project score.
- Weighting of assessment criteria:-
 - Project need 60%
 - Project planning 15%
 - Project cost 25%
- The intention is to fund academies with the most pressing needs, but only where the proposed project is appropriately planned and presents value for money.

How is CIF assessed?

- Most of the funding is targeted at building condition projects. Therefore this presentation has focused on condition rather than expansion based projects.
- Condition with expansion projects are assessed as condition projects.
- Only applications that closely align with the CIF policy priorities will be successful.

Preparing a high quality bid

- Choose a project which comes high on the CIF project priority list.
- Provide excellent supporting evidence to demonstrate project need.
- Demonstrate that the project has been appropriately planned and potential risks have been accounted for.
- Demonstrate that the costs of the project are appropriate.

Condition project priority

- Highest priority – legislation compliance and Health & Safety - i.e. emergency asbestos, gas safety, electrical safety, water services and drainage, fire safety, security and safeguarding.
- High priority – life expired condition replacement (where there is a risk of school closure) - i.e. structural, mechanical and electrical systems.
- Medium priority – life expired condition replacement – i.e. building fabric and structure, mechanical and electrical systems.
- Low priority – areas below current standards.
- Lowest priority – other works i.e. accessibility, non teaching spaces, lighting
- Will not be funded – weak or no evidence of significant compliance, health & safety concerns or condition issues.

Supporting evidence

- Building condition survey data or extracts to demonstrate project need.
- Up to date (2 years old) independent condition survey/consultant report indicating worst condition areas of the site.
- Survey data, specialist reports or professional evidence of condition need – i.e. structural, building fabric, asbestos, mechanical and electrical reports, drainage, health & safety officer, fire officer, building control officer, police reports, incident reports.
- Photographic evidence – Clear, detailed and relevant.
- For replacement buildings, justification of areas in line with Building Bulletins.
- Ofsted or other reports on the impact of poor facilities on teaching and learning.

Supporting evidence

- Scoring will be reflected in the quality of the evidence – and project need accounts for 60% of the overall score. Evidence must:-
 - Demonstrate the urgency of need.
 - Demonstrate strong evidence for the justification of all works.
 - Demonstrate the impact on the school if these issues are not resolved – i.e. school closure, closure of key facilities.

Demonstrating project planning

- Assessors must be able to see that the proposed solution addresses the nature, extent and urgency of the need evidenced, and that the solution can be adequately delivered. Project planning accounts for 15% of the overall score. It is important to show that projects have been carefully planned taking account of any potential risks:-
 - Options appraisal – costed to demonstrate that other options have been considered and why they have been dismissed.
 - Demonstrate that readiness milestones have been achieved/or will be achieved within the timescales – i.e. planning approval, listed building consent, building regulations.
 - Provide a project specific risk register demonstrating that as many risks as possible have been eliminated or mitigated.
 - Provide a delivery plan. This is best prepared by a contractor i.e. a Gantt chart.
- More detail will be expected for larger/higher value projects.
- Most projects should be completed within the financial year in which the funding is awarded. Larger projects may extend beyond this until the end of the following financial year.

Demonstrating project costs

- All projects must be costed appropriately and must respond to project need. Project cost contributes 25% of the total score:-
 - Cost elements must appear reasonable, and abnormal/high costs justified.
 - All costs must be justified and presented in a cost plan appropriate to the scale of the project. Contingencies and professional fees must be proportionate to the scale of the project.
 - Scoring will be higher where tenders/quotes have been sought and prices are fixed prices. It is important to submit these tenders as evidence of market testing.
 - Higher scores will be achieved where there is significant funding from other sources or via a Salix or CIF loan.
 - Higher scores will be achieved where there is evidence of future revenue or capital savings.
 - Fully costed projects that are ready to go will score highly in the project delivery criterion.

Expansion projects

- A small proportion (around 10-15%) of funding is allocated to address expansion projects across high performing academies and colleges.
- CIF expansion funding does not replace Basic Need Funding which should be applied for from the Local Authority.
- Expansion projects will not be funded in areas where there is high surplus capacity.
- For any expansion projects, historic, existing and projected data for growth and demand is imperative.

Expansion projects

- Project planning and project cost are assessed in the same way as the condition based projects. Project need is assessed differently and evidence should include:-
 - Ofsted or other reports on impact of facilities on teaching and learning;
 - Demand data and independent evidence of overcrowding;
 - Photographs;
 - Letters regarding compliance;
 - Proportion of school pupils from a disadvantaged background;
- Scoring is based on:-
 - Evidence of high demand and/or overcrowding;
 - Evidence of high performance – i.e. Ofsted Outstanding and performance above national average;
 - Evidence of a severe shortage of capacity;
 - High relative proportion of pupils from a disadvantaged background;

Working with consultants

- In my previous employment I have worked for many schools on varying projects, including but not limited to CIF funding applications. Services that may be of interest and I can offer as **Kay Tregenna Architects** include:-
 - Feasibility Studies
 - Estate Management Plans
 - Site wide and/or specific Condition Surveys
 - Planning Applications
 - Building Regulations Applications
 - Tender drawings/documentation
 - Cost plans
 - Project management
 - Contract Administration
 - Principal Designer role (CDM 2015 Regulations)
 - Coordination of other consultants and specialists
 - Production of CIF bid report and supporting information for uploading by the applicant
 - General advice on all the above

Any questions?



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