

Our Ref: Dual Funding 2021/22

Date: 29th April 2021

Head Teacher, Business Manager and Bursar,
Chair of Governing Body

RE: Schools Condition Allocation Dual Funding Initiative 2021/22

Dear Headteacher,

Following the success of previous Dual Funding schemes, I am pleased to launch the 2021/22 initiative. The application is available to all **Community, Foundation and Voluntary Controlled** schools. Voluntary Aided, Academies and Free schools are subject to a separate funding process.

This is an opportunity for you to apply to the Local Authority for funding to assist with addressing key building condition priorities.

Please submit your completed Dual Funding Application (in Excel format) no later than 7th June 2021 via email to eds.enquiries@birmingham.gov.uk. There is no charge for processing a Dual Funding application for schools that have subscribed in 2021/22 to the Education Infrastructure Traded Service Option 2. For all others there will be a charge of £310, payable only where their funding application is approved (plus a charge for Landlord/Project Approval).

Applications will be evaluated, and schools notified of the outcome during the summer term. Please submit a request for Landlord Approval for your project as soon as possible to ensure the required works can be programmed in for the summer break.

If you are unable to make the 7th June deadline, please contact [Neil Wilkie](#) or [Zahid Mahmood](#) to discuss options. Flexibility will be provided as much as possible during this challenging period to ensure the school estate continues to be supported.

The appraisal and approval of applications will be subject to meeting full terms and conditions set out below. If you have any questions or require guidance with completing your application, then please do not hesitate to contact the my team via eds.enquiries@birmingham.gov.uk.

We look forward to receiving your application and supporting you with school condition allocation priorities.

Yours sincerely,



Jaswinder Didiaily
Head of Education Infrastructure

Education Infrastructure
PO Box 15843
1 Lancaster Circus
Birmingham
B2 2RT

Tel: 0121 303 8847
Email: eds.enquiries@birmingham.gov.uk

Conditions of the 2021 Dual Funding Application Process

The appraisal and approval of applications will be subject to the following conditions:

Please note: The Local Authority reserves the right to withdraw its offer or withhold the agreed grant funding if the School fails to comply with any of the conditions.

- Dual Funding is only available to Community, Foundation and Voluntary Controlled Schools.
- Dual Funding is only available for new projects which have not yet started.
- The proposed project must address a condition priority that if not addressed has the potential to lead to full or partial school closure; or will leave the school in breach of legislation and statutory compliance requirements.
- This year we are again prioritising asbestos management within the school's portfolio. Dual funding will be made available for high priority asbestos works identified on the school's asbestos survey including encapsulation and removal where appropriate.
- Schools should complete and submit one application form per priority project. Where the intended project covers more than one priority building element i.e. boiler replacement combined with heating distribution system, or roofing combined with roof lights/integral high-level windows, then this joint priority building element must be clearly identified. In this case a single application will be acceptable.
- Applications can only be considered if received by 7th June 2021. If you are unable to meet this deadline please contact [Neil Wilkie](#) or [Zahid Mahmood](#) to discuss options. However, in case of emergencies the emergency dual funding application process can be utilised.
- Applications can only be considered where the total project cost exceeds £10,000.
- Schools are expected to meet at least 50% of the total project cost. Schools may be expected to make a greater contribution where they have significant surplus carry forward. The Local Authority's level of contribution is subject to available funding and may be less than 50% of the total project cost.
- Where the final total project cost is less than that stated in the application then the Grant offer sum will be reduced in accordance with the originally agreed percentage of the Local Authority's contribution, unless it has been agreed otherwise in writing by the Local Authority in advance.
- Where the final total project cost increases and is greater than that stated in the dual funding application then such additional costs must be met by the school, unless it has been agreed otherwise in writing by the Local Authority in advance.
- The project must address a key building condition priority item as set out in the application form and agreed with the Local Authority.

- The qualifying building elements are: - heating, roof, structure, mechanical & electrical and windows, and where identified by an asbestos survey as high priority the required asbestos works. Consideration will also be given to issues where if not addressed could result in a non-compliant building or in breach of regulations. Applicants must provide an adequate explanation relating to the proposed project and why it is considered to be a “key condition priority”. This could include reference to any surveys, school closures, risk assessments etc. The Local Authority may seek validation of the “key condition priority” through its own surveys. The cost of such surveys will need to be met by the school.
- You must have completed and returned the 2021 Mandatory Annual Return Form/Declaration of Statutory Compliance and have an up to date Statutory Testing schedule in place for equipment and plant along with the necessary plans for addressing any recommended remedial works.
- It is a requirement that at least one key staff member (i.e. Head Teacher, Business Manager, Site Manager etc.) has attended the LA’s Duty Holder Training in the past three years. Where a key member of school staff has not yet attended the Duty Holder Training, then it is a requirement that the training is completed prior to the dual funded project commencing.
- The school must have an up to date Asbestos Management Plan in place prior to the Local Authority making a dual funding grant offer. We will require confirmation of this as part of your application and the school must provide a copy to the LA. You will be required to attend the Asbestos Management Plan training session if you need assistance with keeping your plan up to date. Where attendance at the Asbestos Management Plan training is required this must be completed and an up to date Asbestos Management Plan put in place prior to the Local Authority making a dual funding grant offer.
- The school must have an up to date Fire Risk Assessment.
- For schools that have not subscribed in 2021/22 to the Education Infrastructure Traded Service Option 2 there will be a charge of £310, payable only where their funding application is approved (plus a charge for Landlord/Project Approval).
- The school will be required to act in accordance with Birmingham City Council Financial Regulations and Standing Orders policy in the administration of the grant.
- The school will appoint a competent project manager to manage the project and be responsible for complying with all relevant and applicable regulations, legislation, health & safety and statutory requirements, including legislation and guidance covering management of asbestos (i.e. surveys, removal, disposal etc.).
- The school will obtain all necessary approvals from relevant bodies and authorities prior to commencing the project (e.g. planning approval, building regulation, listed building etc.).
- For schools using their own consultants and contractors the works will be subject to Local Authority (Landlord) Approval. This applies to applications from all schools i.e. Community, Voluntary Controlled and Foundation schools. Approval must be obtained prior to work commencing.

- The funding will be subject to the full terms and conditions set out in the offer letter and grant agreement.
- The school will be required to sign and return the Grant Agreement within two weeks of the offer letter.
- The school will be required to submit the completed claim form along with copies of official orders, paid invoices and proof of payment within two months of project completion. All claims must be received by no later than 29th October 2021.
- The Local Authority may arrange to carry out Health and Safety Audits whilst work is in progress.
- The Local Authority may arrange to inspect the completed work/project prior to processing and finalising your grant claim.
- The Local Authority reserves the right to withdraw its offer or withhold the agreed grant funding if the School fails to comply with any of the conditions.
- Any other conditions that may be set out in the offer letter or Grant Agreement.
- If you have any questions or require guidance with completing your application then please do not hesitate to contact the Education Infrastructure team via email at eds.enquiries@birmingham.gov.uk