



Dear 

**2020-21 Grant Offer Letter to the Education and Training Foundation**

**This Grant Offer is made between:**

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

**(2) The Education and Training Foundation, **

This letter confirms that a grant will be awarded for the Education and Training Foundation (ETF) up to the value of £25,563,900 for use during the period beginning 01/04/2020 and ending 31/03/2021 (the Grant) and such Grant is subject to the attached Department for Education (DfE) general [Grant Terms and Conditions](#)<sup>1</sup>.

Any Grant paid by the Secretary of State will be paid pursuant to section 100(1) of the Apprenticeships, Skills, Children and Learning Act 2009 and section 14 of the Education Act 2002, and will accordingly be paid only in respect of approved expenditure incurred by the Education and Training Foundation for the purpose of the funded activities.

If any changes in DfE policy direction require an amendment or variation to the Grant Funding Agreement it shall only be effective if it is in writing, agreed and signed by DfE and the ETF. As set out in the terms and conditions in clause 36.4, in the event of a change in policy direction, DfE may terminate this Grant Funding Agreement with immediate effect by notice in writing.

Any expenditure incurred on communications/marketing activity pursuant to the Grant will be subject to a separate approvals and clearance process by the DfE communications team and any spend over £100,000 must be approved by the Cabinet Office to ensure value for money<sup>2</sup>. ETF will need to provide a comprehensive and evidence-based communications strategy and plan for consideration under this sign off and approvals process. ETF must refrain from

<sup>1</sup> <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions> (Sept 2019)

<sup>2</sup> This value is for each separate work strand and not "in total".

expending any Grant funds on communications/marketing activity until it has obtained written clearances from the DfE communications team.

The Grant is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy for any costs associated with the maintenance, technical development or updating of new websites.

### Objectives, outcomes and value for money

Annex J sets out the list of agreed objectives for which the grant is being paid. DfE is required to ensure that the Grant is used for the agreed purposes and that we secure value for money. In order to do so effectively DfE and ETF will hold quarterly review meetings to discuss progress and outcomes. ETF will work with DfE policy teams in developing realistic but challenging KPIs as a means to track progress and to inform the review meetings.

### Unallocated funding

Where the Grant includes unallocated funds, these cannot be claimed until it has been agreed between ETF and the DfE to allocate these to an identified project. Where this is an existing project included in the Grant letter or later addendum, this can be with the agreement of both parties. Where this is a new project, it will require a Grant variation letter setting out the objectives, outcomes and KPIs for that project and for there to be a Project Initiation Document (PID) between ETF and the relevant DfE policy team. In the event that a project with allocated funding does not go ahead, the funds allocated to that project should be treated in the same way as unallocated funding.

### The Grant Funding Agreement

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

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** – Grant Claim Form
- ~~**Annex D** – Does not apply~~
- Annex E** – Details of Grant Allocations
- Annex F (i)** – Annual Certification of Expenditure (external auditor of accountant's report arrangements)
- ~~**Annex F (ii)** – Does not apply~~
- Annex G** – Grant Payment schedule
- Annex H** – Sample Exit Plan
- ~~**Annex I** – Sample Progress Report Template~~
- Annex J** – Activities for which the Grant is being paid

To accept this offer of funding, please sign both copies of this Grant Offer Letter (Annex A) and provide bank account details, if you have not already done so (Annex

B) and return a copy to: [REDACTED]

Yours sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

**Annex A – Acceptance of Grant Offer and effective date: Education & Training Foundation**

This Grant Funding Agreement is effective from the date of signing

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

As representative of the Education and Training Foundation, I have read both the Grant Offer Letter and associated annexes, and the Department for Education [Grant Terms and Conditions](#)<sup>3</sup>. I agree to comply with the notified conditions of the Grant on which the offer is made.

Signed by a person authorised to sign on behalf of the grant recipient	
Date	[REDACTED]
Signature	[REDACTED]
Name (please print)	[REDACTED]
Position in organisation	[REDACTED]

Principal Contacts	For DfE	For the Education & Training Foundation
Contact name	[REDACTED]	[REDACTED]
Position	[REDACTED]	[REDACTED]

<sup>3</sup> <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions> (Sept 2019)

Telephone no.	[REDACTED]	[REDACTED]
Email	[REDACTED]	[REDACTED]

**Annex B – Bank account details for the Education and Training Foundation**

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

**Contact details for the Education and Training Foundation to whom payment should be sent.**

Organisation name: Education and Training Foundation

Address: [REDACTED]

Post Code: [REDACTED]

Telephone no: [REDACTED]

Remittance E-mail address: [REDACTED]

**Bank account details**

Account name: [REDACTED]

Bank address: [REDACTED]

Account no: [REDACTED]

Sort code: [REDACTED] Roll number: \_\_\_\_\_

Bank name: [REDACTED]

**Signed by a person authorised to sign on behalf of Education and Training Foundation**

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex C – Grant claim form for the Education Training Foundation

This claim form should be completed by an authorised senior officer of the Education and Training Foundation and returned to [REDACTED]

[REDACTED] no later than the 15<sup>th</sup> of the month for which the grant is being claimed and should be supported by invoices or receipts for the last month and a breakdown of expenditure for the month claimed.

	Claim for [insert month]
a. Forecast expenditure for last month (as on previous grant form)	£
b. Actual expenditure in last month (see attached breakdown and attached invoices).	£
c. Unspent DfE grant at end of last month.	£ [a – b]
d. Forecast expenditure for this month (see attached breakdown)	£
e. Amount of DfE grant claimed for current month	£ [d - c]
<b>TOTAL CLAIMED to DATE</b>	£

I certify that:

- The above claim is made in accordance with the Grant Offer Letter and Terms and Conditions of the Grant Funding Agreement for the Education and Training Foundation
- The Grant received and spent has been used wholly for the purposes for which it was given; and
- The amount of Grant claimed on this form represents expenditure incurred or to be incurred for the purposes for which the Grant is given.

Signed by a person authorised to sign on behalf of the Grant recipient	
Date	
Signature	
Name (please print)	
Position in organisation	

**Annex D – Does not apply**



<b>B Expenditure –</b> [REDACTED]	
Delivery partner costs	
<b>Subtotal B</b>	[REDACTED]
<b>C Expenditure - Administration</b>	
[REDACTED]	[REDACTED]
<b>Total Grant Costs [B+C]</b>	[REDACTED]

|

## Annex F (i)

### Annual Certificate of Expenditure for the Education and Training Foundation Financial Year 2019-20

#### EXAMPLE WORDING

Dear Sirs,

#### Re: Education and Training Foundation

This certificate is provided to the Education and Training Foundation to enable it to comply with the Department for Education (DfE)'s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained reasonable assurance that the expenditure, for which a Grant up to £25,563,900 for the year ending 2020-21 was paid, was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of the Education and Training Foundation's income and expenditure.

In our opinion, having carried out work in all material respects, the expenditure for the year ended 2020-21, the Grant conditions have been met, and the Grant funding has been spent for the intended purposes.

This report is made solely to the Education and Training Foundation to be produced to the DfE. Our work has been undertaken so that we might state to the Education and Training Foundation those matters we are required to state in a report and for no their purpose.

Yours faithfully,

Signed by a person authorised to sign on behalf of the Grant recipient	
Date	
Signature	
Name (please print)	
Position in organisation	

Signed by a senior officer authorised to sign on behalf of Education and Training Foundation

Date

Signature

Name (please print)

Position in organisation

**Annex F (ii) Does not apply**



## **Annex H – Sample exit plan – Education and Training Foundation**

### **Introduction**

1. Although the Department does not seek to exercise detailed control of the activities of the Education and Training Foundation, it must ensure that public money is protected and value for money is achieved. To meet this requirement, this Annex described the duties and responsibilities of the Education and Training Foundation 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 defined the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and the Education and Training Foundation 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 work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to the 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:
  - An orderly and smooth transition of the grant funded activities from the Education and Training Foundation to a successor body or the Department at the expiry or termination of this Grant;
  - The continuation of grant funded activities;
  - That there is no undue favour to the Education and Training Foundation in any future competition for the Grant (in whole or in part); and
  - 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 a 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 arrangement 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 (clauses 18.3-18.5).
13. You shall not change the status of any asset without prior written consent of the Department where such a change either would be viewed as a major change or would require payment in accordance with the Terms and Conditions of the Grant Funding Agreement.

### **Transfer of the Department's Data**

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

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.

**Annex I – Sample Progress Report Template – Education and Training  
Foundation (HEFE3/2016)**

Does not apply. ETF provide DfE with a RAG-rated spreadsheet detailing progress for each quarter as part of the Quarterly Review meetings.



- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

#### Required outcomes

[Redacted]

- 1. [REDACTED]
- 2. [REDACTED]
- 3. [REDACTED]

[REDACTED]