

|  |
| --- |
| **Insert name**  Position/title  Company name  Address line 1  Address line 2  Address line 3 |

[*Insert date*]

Dear [*insert name*]

**Re**: **Grant Offer Letter re: grant for accreditation of a School Centred Initial Teacher Training provision for Modern Foreign Languages (MFL)**

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 the accreditation of a School Centred Initial Teacher Training provision for Modern Foreign Languages, to the value of £25,000 for the period ending 01/12/2016 and such grant is subject to the attached Department for Education general [Grant Terms and Conditions](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions)[[1]](#footnote-1)

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~~** ~~- Claiming Grant in Arrears~~ Does not apply

**~~Annex D~~** ~~- Claiming Grant in Advance~~ Does not apply

**Annex E** - Details of Grant Allocations

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

**Annex G (i)** - Annual Certification of Expenditure (external auditor or accountant’s report arrangements)

**Annex G (ii)** – Statement of Grant Usage (Statement prepared by Local Authority)

**Annex H** - Grant Payment schedule

**~~Annex I~~** ~~- Sample Exit Plan~~ Does not apply

**Annex J** - Sample Progress Report Template

Any grant paid by the Secretary of State will be paid pursuant to [\*\**insert details of legislation\*\*]* and will accordingly be paid only in respect of approved expenditure incurred by [insert the name of the body] for the purpose of the funded activities.

To accept this, offer of funding, please sign both copies of this Grant Offer Letter (Annex A) and provide bank account details, if you haven’t already done so (Annex B) and return a copy to the Department for Education (DfE), [*Insert contact policy lead address*].

Yours sincerely,

Fiona Thornley

*Accreditation and Performance Manager*

*National College of Teaching and Leadership*

Annex A - Acceptance of Grant Offer and effective date - **Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)**

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 |  |
| 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 or attached. *[Insert web link].* 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 [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

|  |  |  |
| --- | --- | --- |
| **Principal contacts** | **Department** | **[name of the body]** |
| Contact name/Postal address |  |  |
| Position |  |  |
| Telephone no. |  |  |
| Email address |  |  |

# 

# Annex B – Bank account details - Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

**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 C - Grant claim form for [\*insert name of the body\*] Claiming Grant in Arrears - Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

This claim form should be completed by an authorised senior officer of [insert name of the body] and returned toFiona Thornley, NCTL, Department for Education, Jubliee Conference Centre, Triumph Road, Nottingham NG8 1DH, as soon as possible in the month following that for which the grant is being claimed and should be supported by invoices or receipts.

Amount of claim in respect of:

|  |  |
| --- | --- |
|  |  |
| Milestone 1: The successful submission of the final draft of the bid seeking accreditation as an ITT Provider. | £12,500 |
| Milestone 2: The successful accreditation as an ITT Provider. | £12,500 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Sum Claimed for this period | £25,000 |
|  |  |
| TOTAL GRANT CLAIMED | £25,000 |

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 **Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)**;
* the claim is in respect of expenditure already incurred; and
* no claim has been made for funding in respect of these items from any other body.

|  |  |
| --- | --- |
| Signed by a senior officer authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

# Annex D - Grant claim form for Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL), permitted to claim Grant in Advance

This claim form should be completed by an authorised senior officer of [insert name of the *body*] and returned to Fiona Thornley, NCTL, Department for Education, Jubliee Conference Centre, Triumph Road, Nottingham NG8 1DH, no later than the 5th day of the month for which 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*] |
| 1. Forecast expenditure for last month (as on previous grant form). | £ |
| 1. Actual expenditure in last month (see attached breakdown and attached invoices). | £ |
| 1. Unspent DfE grant at end of last month. | £ [a – b] |
| 1. Forecast expenditure for this month (see attached breakdown) | £ |
|  |  |
| 1. Amount of DfE grant claimed for current month | £ [d – c] |
|  |  |
| TOTAL CLAIMED to Date | £ |

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 **Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)**;
* 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 grant is given.

|  |  |
| --- | --- |
| Signed by a senior officer authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

# Annex E - Details of Grant Allocations - Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

**\****Use this opportunity to set out the amount of funding to be allocated to [the body] for the purposes detailed in Annex F and the financial year or years detailed in Annex H\**

|  |  |  |
| --- | --- | --- |
| Item | £ for Financial Year xx/yy | £ for Financial Year yy/zz |
| **A Income**  Grant |  |  |
| [other] |  |  |
| TOTAL Income A |  |  |
|  |  |  |
| ***B – Expenditure – Direct costs***  *Salaries, Wages and associated costs* |  |  |
| Staff related costs  [*Insert the details which are expected to show that expenditure has taken place]* |  |  |
|  |  |  |
| Other+ |  |  |
| Other+ |  |  |
| +*(Please specify)*  Subtotal B |  |  |
| **C Expenditure – Administration**  Management  advertising, marketing, communications and consultancy (where approved by DfE)  Audit  Other service costs |  |  |
| Sub total C |  |  |
|  |  |  |
| TOTAL Grant Costs [B+C] |  |  |
|  |  |  |
|  |  |  |

# 

# Annex F – List of objectives for which the grant is being paid - Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

\**The information below is just an example, you may be able to draft a similar table to suit your own particular requirements*\*\* delete on final version

*[What is to be provided for the grant funding?] \* delete on final version*

**1 Background**

1.1 In line with the education white paper’s ‘Education Excellence Everywhere’ (March, 2016) commitment for schools to include a Modern Foreign Language (MFL) as part of the English Baccalaureate, and further to discussions with the Chair of the Independent Schools Council, we are seeking to provide a competitive grant to support a pilot project to set up a School Centred Initial Teacher Training (SCITT) provision focused on improving the supply of MFL teachers to the wider schools’ market, as a broad collaboration between state and independent sector schools, and universities.

Historically, schools have experienced difficulties in recruiting high quality trainees in sufficient numbers to supply the demand for MFL teachers. The proposed pilot project aligns with Ministers’ ambitions for the future shape of the ITT market, where high quality SCITT providers are accredited to deliver training in a shortage subject, in higher volumes than a typical SCITT, and nationally for teacher supply. Therefore, it is proposed that a pilot project be initiated to accredit a nationally-based SCITT, with a focus to recruit and train teachers in MFL, utilising both state and independent sector expertise in this subject.

A grant of £25K would be available to a lead state school, to support the school through the process of accreditation and to implementation of systems and strategies required to recruit and train an effective number of applicants as MFL teachers.

**2 Aim**

2.1 In order to identify a suitable school to lead this pilot project, the following criteria are essential for the school to be eligible to compete for the grant:

1. They must be a designated Teaching School and a School Direct Lead School in England;
2. The school must have a strong track record of School Direct recruitment in MFL, i.e. at least two years experience of MFL provision;
3. The school must have experience of partnership working with independent schools to access expertise in MFL training for trainee teachers, and who should be included as part of the School Direct partnership, along with other state schools;
4. The school should have experience of partnership working and existing links to a university ratifying provider that has capacity and capability for the delivery of MFL ITT;
5. The school must have the capacity to rapidly forge links with state and independent schools, universities, and relevant subject associations, willing and with the capacity to engage fully in MFL ITT provision nationally, evidenced through the proposal set out in the submission seeking accreditation.

The inclusion of state and independent schools demonstrates the SCITT’s capacity to deliver the pilot provision. These parameters will be used to identify a pool of possible schools, who will compete to lead the pilot project, having expressed their interest in leading this project.

The broad aims, supported by NCTL, of the pilot MFL SCITT will be:

* Develop and deliver a high quality and robust bid for accreditation as a national MFL SCITT;
* Lead the formation of a diverse partnership, including both state and independent school partners, to design and implement successful strategies to attract and recruit viable cohorts of trainees to train as MFL teachers;
* Create strong links across organisations / schools, nationally and within the proposed ‘Education Excellence’ areas;
* Create a unique and attractive offer for trainee teachers in MFL;
* Identify and exploit new MFL trainee teacher supply markets;
* Make a significant contribution to increasing the supply of MFL teachers.

3.1 [Insert name of the body] shall use all reasonable endeavours to achieve the objectives detailed 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 G (i) – Annual Certification of Expenditure

|  |
| --- |
| *\* This section is to do with the arrangements for providing an independent auditor/accountant’s report on the grant expenditure. The level of assurance required from [the body] should be proportionate to the level of risks/funding****\*delete this table from final version\**** |

# Annual Certification of Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL), Expenditure for Financial Year 2016/17

(i) [*insert name/address of the body*] [*insert grant ref number*]

(ii) [*insert name/address of the external auditor/accountant/organisation*]

Dear Sirs/Madame,

# Re: Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

This certificate is provided to [*name of grant recipient*] 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 grant of £25,000 for the year ending 31/3/2017 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 [insert name of the *body*]’s income and expenditure.

In our opinion, having carried out our work in all material respects, the expenditure for the year ended 2016/17 and the grant conditions have been met and the grant funding has been spent for the intended purposes.

This report is made solely to [Insert name of the body] to be produced to the DfE. Our work has been undertaken so that we might state to [Insert name of the body] those matters we are required to state in a report and for no other purpose.

Yours faithfully,

|  |  |
| --- | --- |
| Signed by an independent external officer authorised to sign | |
| Date |  |
| Signature |  |
| Name of external auditor/accountant or equivalent (please print) |  |
| Position in organisation |  |

|  |  |
| --- | --- |
| Signed by a senior officer authorised to sign on behalf of [insert name of the body] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

**Annex G (ii) – Statement of Grant Usage**

|  |
| --- |
| *\* This section is an alternative to Annex G (i) and is to be used where the grant recipient is a Local Authority or maintained school.* |

**Notes for completion:**

1. The Grant Recipient shall prepare a Certification of Grant Usage for the Grant Period 1 September 2016 to 1 December 2016.
2. This comprises three parts:
3. Certificate of Grant Usage.
4. Statement of Expenditure; and
5. Report confirming Delivery.
6. The Grant Recipient shall submit the forms to the Department no later than **28, twenty eight days from the end of the Grant Period**.

**a) Certificate of Grant Usage**

|  |  |
| --- | --- |
| Name of organisation | **Insert Name of Grant Recipient** |
|  |  |
| Approved Project title | Accreditation of a School Centred InitialTeacher Training (SCITT) provisionfor Modern Foreign Languages (MFL) |
|  |  |

The total Grant amount of £25,000 was exclusively used for the purposes set out in the agreement between the Grant Recipient and the Department, dated insert date of our letter.

A report on the activities funded by the Grant Funding will be submitted to the Department, confirming that the grant outputs have been delivered to a satisfactory standard and the expected benefits that have accrued or will accrue.The report will be provided within 28 days after the completion of the funding of the Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL).

A final financial statement detailing the use of the Grant Funding will be provided in section b – Statement of Expenditure. This is a summary statement of all receipts and expenditures connected with the above Project. The organisation’s financial systems that recorded the income and expenditure of this Grant have provided sufficient internal control for the purposes of this certification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | | | |
|  | | | | |
| Name |  | | Date |  |
|  | | | | |
| Position |  | | | |
|  | | | | |
| Organisation address | |  | | |
|  | |  | | Postcode |
| Initialled by Organisation’s Chief Financial Officer/ Auditor | | | |  |

**b) Statement of Expenditure**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Insert Name of Grant Recipient** | |
| **Name of Approved Project** | Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL) | |
| **Expenditure Type** | | **(£)** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **TOTAL EXPENDITURE** | |  |
|  | | |
| **Paid for as follows** | | **(£)** |
| Contribution from DfE | |  |
| Matching funding from own partners’ resources | |  |
| Other funding | |  |
| **TOTAL** | |  |
| **Under spend on Grant (if applicable)** | |  |

**c) Report confirming Delivery** (setting out how the funding has been applied detailing all relevant outputs.)

|  |
| --- |
| **Expand to fit your comments** |

# Annex H – Grant payment schedule - Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

The Department will pay this Grant to [insert name of the body] in accordance with the following payment schedule, subject to [insert name of the body] meeting the requirements of this Grant Funding Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Payment date** | **Outputs** | **Payment**  **Amount** |
| Milestone 1: | Autumn 2016 | The successful submission of the final draft of the bid seeking accreditation as an ITT Provider – NCTL approval. | £12,500 |
| Milestone 2: | Autumn 2016 | The successful accreditation as an ITT Provider approved by NCTL Accreditation and Performance Committee. | £12,500 |

# Annex I – Sample exit plan - Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

**The exit plan is for illustration purposes only**. *You may wish to draft your own plan to suit your own particular requirements and can use the headings below as a basis for structuring your own plan. Please delete this Annex if an exit plan is not required*\*\****delete this sentence from final version\****

**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**

1. The objective of the exit plan is to ensure:

* 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;
* the continuation of grant funded activities;
* 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
* that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

**General**

1. 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.
2. 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.
3. 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**

1. 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.
2. 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**

1. 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).
2. 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**

1. 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.
2. 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

1. any event, within one month of notice of termination, deliver the Department's data, including the following:
2. an inventory of the Department's data and any other data available for transfer;
3. a data structure definition (where relevant) covering all available Departmental data; and
4. a proposed method for testing the integrity and completeness of the Department's data transferred.

**Documentation and Access**

1. 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:
2. the work programme, objectives/targets, and other services delivered by you under this funding agreement;
3. any software, including third party software and any hardware used in connection with the delivery of the activities;
4. 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
5. 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.
6. 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**

1. 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 J – Sample Progress Report Template - Accreditation of a School Centred Initial Teacher Training (SCITT) provision for Modern Foreign Languages (MFL)

|  |
| --- |
| **The template is for illustration purposes only**. *You may wish to draw up your own template to suit your own particular requirements and can use the headings below as a basis for structuring your own template*\*\****delete this sentence from final version\**** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation Name:** |  | | | | | **Theme/Grant Ref no:** | | |  | |
| **Report Period:** | **M1** |  | **M2** |  | **M3** | |  | **M4** | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Activity completed in this period:** | | | | | |
|  | | | | | |
| **Evidence:** | | | | | |
|  | | | | | |
| **Progress on objectives/delivery plans:** | | | | | |
|  | | | | | |
| **Please provide details of any slippage in delivery plans and reasons for this if applicable:** | | | | | |
|  | | | | | |
| **Please provide any other information which you think might be helpful:** | | | | | |
|  | | | | | |
| **Authorised By:** |  | **Name:** |  | **Date:** |  | |
| **Position:** |  |

1. https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions [↑](#footnote-ref-1)