

**Letter to all London GP  
Contract Holders & Practice  
Managers**

**\*\* By Email \*\***

London IG Team  
NHS England  
Southside  
2<sup>nd</sup> floor  
105 Victoria Street  
London  
SW1E 6QT

31<sup>st</sup> July 2016

Dear GP / Practice manager

**Launch of London Improvement Grant Application Process for 2017/18**

**SUMMARY OF KEY POINTS**

- Applications must be received **by 5pm on Friday 30<sup>th</sup> September 2016** and must be submitted **by email** to: [England.LondonIGfund@nhs.net](mailto:England.LondonIGfund@nhs.net)
- Applications must be submitted on the London Region Improvement Grant Expression of Interest Form (IGLR) for 2017/18. **Note that this is a new application form and no other application forms will be accepted.**
- Funding is for schemes to be delivered in the **2017/18** financial year.
- Funding will be for items eligible for funding in accordance with the NHS (General Medical Services – Premises Costs) Directions 2013 only: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/184017/NHS\\_General\\_Medical\\_Services\\_-\\_Premises\\_Costs\\_Directions\\_2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/184017/NHS_General_Medical_Services_-_Premises_Costs_Directions_2013.pdf)
- Funding will be to a value of 66% of the cost of eligible works. **Practices will be expected to fund the remaining 34%.**
- A letter of support from your CCG **for your specific scheme must be submitted** with your application.
- Applications for funding must be for eligible works with **a total value greater than £7,500** inclusive of any fees and VAT. **Note that this is an important difference from the improvement grant process in previous years.**
- Applications for funding may be made for multiple eligible items. These should be submitted on a single application form.

**INTRODUCTION**

The London Improvement Grant Fund is inviting applications from GP contractors for schemes to be delivered in the 2017/18 financial year.

The process for successful applications to proceed to the award of funding is detailed in this letter and accompanying attachments that together make up the

London IG 2017/18 application pack. The eligibility criteria and conditions for funding are also detailed. Practices are therefore advised to read this letter and the accompanying attachments in full before submitting an application for funding.

Please find attached:

- London Region's Improvement Grant application form for 2017/18. This is a new form and is required to be submitted when applying for a grant from the 2017/18 fund. **No other application forms will be accepted.**
- A document listing some examples of items that are eligible for funding and some that are not. This document will help check that your application fits within the eligibility criteria for improvement grants to save time, effort and subsequent disappointment.
- A link to the NHS (General Medical Services – Premises Costs) Directions 2013 with which all funding must comply. You are advised to read this document in accordance with the declaration in the Improvement Grant application form:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/184017/NHS\\_General\\_Medical\\_Services\\_-\\_Premises\\_Costs\\_Directions\\_2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/184017/NHS_General_Medical_Services_-_Premises_Costs_Directions_2013.pdf)

Practices are advised to take note of items that are not eligible for funding. Such items include, but are not limited to:

- the repair or maintenance of premises, or the purchase, repair or maintenance of furniture, furnishings and equipment [ref: 9(c)];
- any works made necessary as a result of fair wear & tear [ref: 9(h)];
- requests for air-conditioning units and solar panels [ref: 9(g)]; and
- retrospective applications for funding for works already started or completed.

These will be rejected if applied for so you are encouraged to read the Directions and refer to the example list of eligible and non-eligible items to understand the works that cannot be funded when making your application to avoid submitting applications that will be declined.

All practices are also advised to take note of the conditions of funding set out in the Directions, which contains clauses that require premises to remain in use by the NHS for 5, 10 & 15 years, dependent on the size of the improvement grant awarded.

Professional support costs will be in line with the funding specified under paragraphs 13 – 15 of the NHS (General Medical Services – Premises Costs) Directions 2013, and will be reimbursed to GP practices as part of individual non recurrent revenue scheme costs.

## THE LONDON IMPROVEMENT GRANT PROCESS 2017/18

The process for applications for London Improvement Grant funding for schemes to be funded for delivery in 2017/18 comprises of a number of stages. An indicative timeline of the process is provided below.

Stage	Timeline
Applications for funding submitted by practices with evidence of CCG support	30 <sup>th</sup> Sept 2016
Review of bids submitted by London Improvement Grant team to identify bids eligible for funding	Oct – Dec 2016
Application for 2017/18 capital funding made by NHS England (London) based on bids eligible for funding	Jan – Feb 2017
NHS England (London) 2017/18 capital allocation confirmed	Apr 2017 <i>(indicative)</i>
Schemes recommended for the award of funding are notified and due diligence commences	Apr 2017 onwards <i>(indicative)</i>

Please note that the indicative dates given in the table above are intended to be for guidance only and may be subject to change. Any key dates relevant to each stage of the process will be communicated to all practices progressing to these stages.

In terms of the application process, **completed applications should be submitted by email to: [England.LondonIGfund@nhs.net](mailto:England.LondonIGfund@nhs.net) no later than 5pm on Friday 30<sup>th</sup> September 2016.**

**Please ensure that your application includes a letter of support from your CCG** (see page 6 ‘Support for Scheme’ of the application form). This should be **specific to your application and the works for which funding is sought** and should **confirm the CCG’s strategic and financial support** (where applicable).

Where a scheme is likely to have ongoing revenue consequences, for example a scheme that increases the size of the practice premises that would result in an increase in rent reimbursements, it is likely that your CCG will want to understand the financial implications of this before confirming their financial support. In this case you should ensure that your CCG confirms its **conditional support** in the letter to accompany your initial application. They will be expected to confirm their unconditional support for your scheme later on, during the due diligence stage of the process, if your scheme is to proceed. At this point a CCG will be presented with a District Valuer’s (DV) report containing more accurate financial information regarding ongoing revenue implications arising from relevant schemes and they may either support the scheme for the award of funding or withdraw their support if they do not accept the ongoing revenue implications of a scheme. In the case where a CCG withdraws its support, a practice will be eligible to claim abortive costs it has incurred in providing the detail required to commission a DV report.

The London Improvement Grant team will review all applications submitted in order to identify bids that are either wholly or partially eligible for funding. Eligibility is based on the requirements set out in the NHS (General Medical Services – Premises Costs) Directions 2013. Practices are advised to download a copy of this document using the link provided above.

**Please note that any applications must be for eligible works with a total value greater than £7,500 inclusive of any fees and VAT. This is to comply with capital funding requirements and any applications for funding less than this amount will be rejected.**

All bids that are either wholly or partially eligible for funding will form the basis of an application to be made by NHS England (London) for an allocation of capital funding for the 2017/18 financial year. Once the capital allocation is confirmed, practices who have submitted eligible applications and completed the due diligence stage of the process will be recommended for the award of funding.

The due diligence stage of the process will require the practice to submit more detailed information regarding their scheme. The information required at this stage is specific to the scheme and includes such information as; 3 competitive quotes, site plans, photographs of the premises, detailed drawings, planning permission, and, for leasehold properties, evidence of leases and landlord's consent. Detailed guidance will be provided for any scheme progressing to this stage of the process. Practices submitting applications that require planning permission are strongly advised to ensure their submissions are as complete as possible when applying for funding.

Should there be more schemes that can be approved than funding available, which is likely, NHS England (London) reserves the right to either agree a prioritisation process or reduce the level of improvement grant contribution it can make to approved schemes. Representatives from the London LMCs and your CCG will be consulted regarding any prioritisation criteria.

## **SUMMARY**

The closing date for applications is **5pm on Friday 30<sup>th</sup> September 2016**.

Completed application forms must be submitted before this date and must be accompanied by a letter of support from your CCG for the specific scheme detailed in the application form.

Applications must be submitted on the London Region Improvement Grant Expression of Interest Form (IGLR) for 2017/18.

Applications must be submitted by email to: [England.LondonIGfund@nhs.net](mailto:England.LondonIGfund@nhs.net)

Funding will be for items eligible for funding in accordance with the NHS (General Medical Services – Premises Costs) Directions 2013 only.

Funding is for schemes to be delivered in the 2017/18 financial year and applications for funding must be for eligible works with a total value greater than £7,500 inclusive of any fees and VAT.

Funding will be to a value of 66% of the cost of eligible works. Practices will be expected to fund the remaining 34%.

Yours sincerely,

London Improvement Grant Team  
NHS England

**Enc.**

London Improvement Grant Fund 2017/18 - Examples of Eligible and Non-Eligible Items for Funding

London Region - Improvement Grant Expression of Interest Form (IGLR) 2017/18

**Copies to:**

CCG CFOs and PC leads  
Heads of Primary Care  
Assistant Heads of Primary Care  
Community Health Partnerships (London)  
NHS Property Services (London)  
Directors & senior officers of Capital Finance & Estates  
Londonwide LMCs officers  
BHR LMCs officers  
Surrey & Sussex LMC officers