

Type C Funding Application Process

New providers (6-8wks)

(Do not hold a current LSC Contract)

Complete application form
1. Providers who do not hold a current LSC contract

Application form sent to East Midlands Regional Office Train to Gain Team
Details logged and passed to Contracts Team
Acknowledgement letter sent out/email and UKRPN

Contracts forward details to Health & Safety
Finance
EMFEC (Quality)
for relevant checks (3wks)

H&S/EMFEC/Finance info collated by Contracts Team

Approval of Contract by Train to Gain Team/Liaison Managers

Contracts team issue welcome letter request bank info etc
Contract raised (approx 2 wks)
(new provider completes part 2 initial proposal and ONA)

Existing Providers (4-6wks)

(Currently hold an existing agreement or LSC approved)

Complete application form
2. Existing providers who hold any current LSC contract.
Complete - Initial Proposal - Organisational Needs Analysis

Lead provider contacted for: Quality, Finance and Health & Safety information
Contracts Team inform Regional H& S Team of application via template

Information collated by Contracts Team and forwarded to TtG team for approval

Contract not approved – Contracts Team inform H&S, PFA, EMFEC

Contracts issues standard no response outlining reasons for refusal