

## Reconfiguration and Collaboration Fund (RCF): application process

1. HEFCW will continue to operate a two stage application process: an initial Expression of Interest to inform discussions with officers from HEFCW's Executive, and then, if appropriate, a fully developed proposal for formal consideration by the Reconfiguration and Collaboration Committee and the Council.
2. Expressions of interest should be made using the proforma at Annex A. Electronic copies of this Expression of Interest proforma are available with this circular under the Circulars section on HEFCW's website, [www.hefcw.ac.uk](http://www.hefcw.ac.uk). An Expression of Interest must demonstrate that the proposed development will bring about 'landscape change' in Higher Education and is:
  - Substantial;
  - Structural;
  - Sustainable;and has
  - A unified management structure; and
  - The capacity to deliver greater benefits than institutions acting alone.
3. Each Expression of Interest proforma should be accompanied by covering letter(s) (electronic or hard-copy), signed by the heads of all the institutions (or other public sector bodies) party to the proposed collaboration as evidence of their commitment to engage with the process.
4. Discussions between HEFCW officers and senior officers of the institutions concerned will identify and seek to resolve any immediate issues raised by the initial Expression of Interest, and then, if appropriate, the submission of a Full Proposal will be invited.
5. In order to ensure that all new Full Proposals contain the information necessary to enable their prioritisation, bids should be developed using the proforma at Annex B. Electronic copies of this Full Proposal proforma are available with this circular under the Circulars section on HEFCW's website, [www.hefcw.ac.uk](http://www.hefcw.ac.uk). Only when documentation is complete and robust, will it be referred to the Council's Reconfiguration and Collaboration Committee for consideration.
6. In order to allow the prioritisation of Full Proposals, it is the intention that these will be considered by the Reconfiguration and Collaboration Committee on a twice-yearly basis. The closing dates for receipt of Full Proposals for consideration by the Committee will be **30 April** and **31 October**. Due to the requirement for HEFCW Officers to analyse proposals, seek external advice and prepare documentation prior to each Committee meeting, Full Proposals submitted after these dates will be held until the subsequent meeting.
7. Early discussions with officers are invited, at any time, to ensure bids are fully developed before they are submitted and that the Council's requirements (e.g. equality and diversity) are covered.