

## Devolved Formula Capital (DFC) Schools Project Form

**School:**

**Contact:**

**Details of Proposed Project:**

Please see the notes overleaf

Project Number: <i>Diocese to draft form, for details see over</i>	
Project Title:	
Estimated Completion Date	31/08/19
<b>Project costs</b>	
Build cost including VAT	£
Architect's fee including VAT	£
Other fees including VAT	£
DPM Fee (2% of build cost)	£
Other costs including VAT	£
<b>Total Costs</b>	<b>£</b>
<b>Funding sources</b>	
DFC (100%)	£
<i>School contribution (GLA 10%)</i>	£
OTHER CAPITAL (100%)	£
<i>School contribution (GLA 10%)</i>	£
Interest	£
School Non-Capital Contribution	£
<b>Total funds available</b>	<b>£</b>
Shortfall/surplus	£0.00

	Signed:	Date
<b>Chair of Governors</b>	<input type="text"/>	<input type="text"/>
<b>Print name:</b>	<input type="text"/>	
<b>Headteacher</b>	<input type="text"/>	<input type="text"/>
<b>Print name:</b>	<input type="text"/>	
<b>Diocese</b>	<input type="text"/>	<input type="text"/>
<b>Print name:</b>	Sam Witton	

Disclaimer: Please note this form does not form any contract between the Diocese and School

## Guidance for Accessing Your Pooled DFC

(1) Please provide brief details of the project, including the name and contact details of project manager, architect and main contractor, with budgeted costs. If you're not sure if your proposal is eligible, please get in contact with us first.

Please remember capital projects must be in excess of £2,000 + VAT, including applicable fees.

(2) The Diocese will draft a new Project Form for you, and send the draft version by email, for the Headteacher and Chair of Governors to approve the budget. Please note that the Diocese charges a Project Management fee of 2% on gross costs.

(3) Once you are content with the budget, please email the signed Project Form to the Diocese, and send a hardcopy in the post, this is important for our auditing purposes.

(4) The Diocese will review the form one final time, before countersigning and returned to you. When the form has been countersigned by the Diocese, it's safe to place orders.

Please ensure the contractors have your supply address and invoice address. The invoice address is given below.

*(5) If your works order changes, perhaps due to availability of the product or service, please contact us. For material increases we'll need the signatories to amend the project form by hand, and resubmit for countersigning, as before.*

(6) All invoices should be addressed to Diocese of Norwich, Diocesan House, 109 Dereham Road, Easton, NR9 5ES. Once the supplier invoices have been paid, the 10% Governors' Liability Amount (GLA) will be invoiced at the end of each quarter. Your pooling statement will be deducted in 90% terms.