

Voluntary-Aided School Condition Allocation (SCA) - Capital Project Proposal Form 2021/2022

SCA is the Diocese-level source of capital funding (For Voluntary-Aided schools, SCA replaced LCVAP in April 2020). Each year we invite your proposals in the Autumn term, which will be formally shortlisted in January 2022. The deadline for submissions to be made is 31st October but we will begin to consider applications immediately. Please contact Sam Witton if you have any questions samuel.witton@dioceseofnorwich.org.

Please refer to “The prioritisation of SCA projects” document for more details, as you would expect priority is given to ensuring church school buildings stay ‘Safe, Warm and Dry’. The allocation also allows for a degree of improvement in building suitability as its recognized that the use of church schools has changed much over the years, since many date back to the 19th Century. The responsibility for determining which projects go ahead belongs to the Diocese School Estates and Capital Funding (SECF) Committee, they will consider a range of factors including eligibility, school size, SCA allocation history, value for money, as well as the criteria below:

- Building or elemental condition / deterioration
- Suitability of school building for curriculum provision
- Compliance, Health and Safety and Pupil Welfare
- Zero Carbon Agenda, improving sustainability in schools
- Strategic level school building improvement
- Effect on maintenance budget /Business/ Financial

Any project commencing from 1st September 2021 will need to be supported by a condition survey (not the CDC survey please) of the last 5 years, and also the return of the annual Diocese Buildings Compliance and Monitoring return (with a deadline of 31st August).

If your proposal is large in scope, you will need to ringfence some Devolved Formula Capital (DFC) towards upfront Design costs from RIBA Stage 2-4, these may include architectural fees, surveys, statutory fees, use of external consultants, which are necessary to make a full proposal later. If your project is then successful, we look to refund your initial DFC investment with SCA funding, please note that we cannot refund a project that does not reach practical stage.

As you may be aware, that as with all types of capital funding for VA schools, SCA is allocated in 90% terms so the school’s Governing Board are always responsible for raising the other 10%. ***Please note you cannot use DFC to fund your 10% contribution, which is usually sourced from fundraising, external sources, or devolved revenue funding.*** We recommend VA schools regularly budget for their 10% as a significant project can occur at any time. However, a condition survey should prepare you for any major capital outlay and help manage.

The Diocese strongly recommend schools join a maintenance scheme as experience has shown that this offers the best possible protection for day-to-day issues. A maintenance scheme subscription will provide a useful source of support particularly for instances falling outside of the scope of your insurance, it’s also piece of mind that your building is being managed professionally, and that all regulations are being adhered to. We will consider referrals made from a maintenance scheme, where eligible and supported by the school governing body, who are legally responsible for the stewardship of the school site.

Please return form to samuel.witton@dioceseofnorwich.org 01603 882321

PROJECT PROPOSAL FORM

| | | |
|--|-----|----|
| Name of School | | |
| Name of School Business Manager and contact details | | |
| Name of Headteacher and contact details | | |
| Name of Governor, role and contact details | | |
| Are you a member of the BMP scheme, or alternative maintenance scheme? | | |
| | YES | NO |
| Details: | | |
| Have you returned the Annual Compliance and Monitoring Questionnaire? (By 31/8/21) | YES | NO |
| Date of most recent Condition Survey (within 5 years), or confirmation of sending it to the Diocese. | | |
| Type of boiler/s and recommendation on your condition survey | | |
| Approximate age of roof, and recommendation on your condition survey | | |
| Are you aware of your building being listed? | YES | NO |
| Is your school in or partly in a Conservation Area? | YES | NO |
| PROPOSAL (Name, Description of project, background, motivation, benefits, anticipated costs) | | |
| | | |

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| REASON FOR PROJECT (Please tick) | | ADDITIONAL COMMENTS |
|---|--|---------------------|
| Building/Playground Condition | | |
| Building Alterations, and Improvements | | |
| H&S/Safeguarding/ Security | | |
| Mechanical & Electrical (M&E) | | |
| Other | | |
| | | |
| ESTIMATED COST AND FUNDING (To best of current knowledge) | | AMOUNT |
| | | |
| Estimated Cost, allow 15% for Professional Fees and 20% for VAT | | |
| SCA funding source | | |
| DFC funding source | | |
| The availability of Other Funds (please specify) | | |
| Please confirm school 10% budget and indicate if you may require any support in this area | | |

Please refer to <https://www.dioceseofnorwich.org/schools/school-buildings-sites/> for more information.

Signed _____ (Headteacher) Date _____

Signed _____ (Chair of Governors) Date _____