

Devolved Formula Capital (DFC) Schools Project Form

School:

Contact:

Details of Proposed Project:

Project Number: <i>Please leave blank for now</i>	
Project Title:	
Estimated Completion Date	
Project costs	
Build cost including VAT	£
Architect's fee including VAT	£
Other fees including VAT	£
DPM Fee (2% of build cost)	£
Other costs including VAT	£
Total Costs	£
Funding sources	
DFC (90%)	£
<i>School contribution (GLA 10%)</i>	£
OTHER CAPITAL (90%)	£
<i>School contribution (GLA 10%)</i>	£
Interest	£
School Non-Capital Contribution	£
Total funds available	£
Shortfall/surplus	£0.00

	Signed:	Date
Chair of Governors	<input type="text"/>	<input type="text"/>
Print name:	<input type="text"/>	
Headteacher	<input type="text"/>	<input type="text"/>
Print name:	<input type="text"/>	
Diocese	<input type="text"/>	<input type="text"/>
Print name:	<input type="text" value="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 get in contact with us first if you have any questions about eligibility and so on. Once you have a chosen supplier, please submit quotes to the Diocese School Estate and Finance Officer, BEFORE placing any orders.

All capital projects must be in excess of £2,000 + VAT.

(2) The Diocese School Estate and Finance Officer will prepare a project form for Headteacher and Chair of Governors approval. Please note that on all projects, the Diocese charges a 2% Project Management fee on the 'gross of VAT project cost' to support the SEFO role

(3) The Head and COG will sign the project form to approve use of the DFC budget and submit to the Diocese.

(4) The Diocese will set up a file and project sheet and return a countersigned project form for your records. At which point the project officially commences. When placing orders please do ensure that companies address their invoices to the Diocese for payment as this will negate the need for schools having to recharge the costs across to capital. Our address details are given below.

(5) Please contact us as soon as possible if your order changes. For material increases we ask that signatories amend the project form by hand and initial any changes made, and then resubmit the project form to the Diocese.

(6) The Diocese will pay companies in 100% terms, deduct 90% from your pooling statement and invoice for the remaining 10% at quarter end, in accordance with the budget set out on the project form.