|  |  |
| --- | --- |
|  | **Approval updated 01/04/2020** |
|  |  |

|  |  |
| --- | --- |
| **Voluntary-aided SCA Funded school building projects: application for approval** | |
| **Notes:** | * Where tick boxes appear, please tick those that apply. * Please complete all sections of the form, including **original signatures.** |

# Section 1: School details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Local Authority name |  | | | | | | | | | | | | Local Authority number | | |  |  |  | |  | | | | | | | | | | | |  | | | | School name |  | | | | | | | | | | | | School number | |  |  |  |  | |  | | | | | | | | | | | | | | | | | | | | Project number  (if known) |  | |  |  |  |  |  |  |  |  |  |  | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | Diocese (if applicable) | |  | | | | | | | | | | | | | | | | | |

# Section 2: Project title

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Please state project title **(maximum 60 characters)** (for example, refurbishment of head-teacher’s office, admin area and toilets). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | | **Please select the primary purpose of the project (please use drop down menu)**  **Choose an item.**  **Please give a brief description of the works and location of the project.**   |  | | --- | |  |   Will the project include work to playing fields, or buildings on playing fields related to their use? | | | |  | Yes Please comment |  | |  | | |  | No | |

# Section 6: Tender details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Tender date |  |  |  | Tender expiry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Date work due to start on site |  |  |  | Contract period |  |  |  | Weeks/months |   Was tender obtained by competition following the code of procedure for single stage selective tendering?   |  |  |  | | --- | --- | --- | |  | Yes | Please give details | |  |  | |  | No |  |  |  |  |  | | --- | --- | --- | --- | |  | **Contractor** |  | **Tender £** | | Three lowest tenders |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Are there any modifications to the tender? |  | Yes |  | No |      |  |  |  |  |  | | --- | --- | --- | --- | --- | | Has a tender report been provided to the school? |  | Yes |  | No |        |  |  | | --- | --- | | **A** Agreed tender after modifications (should match item **0** in Section 11.) |  |  |  |  | | --- | --- | | **B** Separate contracts/supplies (loose furniture/fixtures/fittings should not form part of the agreed tender at **A** above). |  | |  | |  |  |  |  | | --- | --- | | **C** Total building costs (**A + B**) |  |  |  |  | | --- | --- | | **D** Provisional sums |  | |  |  | | **E** Contingencies/dayworks |  | |  |  | | **F** Contract guarantee bond |  | |  |  | | **G** Preliminaries |  | |

# Section 7: Financial Liabilities

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please show all figures in 100% terms (include the 10% Governors contribution in the SCA column, please do not show it as a separate amount within the Governors Non-Aided column)**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **1**  **SCA**  **£** | |  | **2**  **Governors**  **Non-Aided**  **£** | | |  | | **3**  **DFC**  **£** |  | | **4**  **LA**  **£** | | |  | **5**  **Total Project Costs**  **(1 to 4)**  **£** | | | **A** Building work |  | |  |  | | |  | |  |  | |  | | |  |  | | |  | | | | | | | | | | | | | | | | | | | **B** Fluctuations |  | |  |  | | |  | |  |  | |  | | |  |  | | |  | | | | | | | | | | | | | | | | | | | **C** Sub-total (**A + B**) |  | |  |  | | |  | |  |  | |  | | |  |  | | |  | | | | | | | | | | | | | | | | | | | **D** VAT on **C** \* |  | |  |  | | |  | |  |  | |  | | |  |  | | |  | | | | | | | | | | | | | | | | | | | **E** Professional fees |  | |  |  | | |  | |  |  | |  | | |  |  | | |  | | | | | | | | | | | | | | | | | | | **F** VAT on Professional fees |  | |  |  | | |  | |  |  | |  | | |  |  | | |  | | | | | | | | | | | | | | | | | | | **G** Furniture, fixtures and fittings (including VAT) |  | |  |  | | |  | |  |  | |  | | |  |  | | |  |  | | |  |  | |  | | |  | |  |  | | |  | |  | | | | | | | | | | | | | | | | | | | **H** TOTAL (**C to G**) |  | |  |  | | |  | |  |  | |  | | |  |  | |   \***VAT should always be charged at 20% and shown at section D above, if no VAT is shown or is less than 20% please give details below:**   |  | | --- | |  |  |  | | --- | |  | |  | |

# Section 7: Financial Liabilities (continued)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VA Grant - spend profile**  **Can you confirm that the project will be finalised within the financial year of approval:**  **Yes No**  SCA is a one year programme and we expect all projects to be completed by 31st March 2021.  **Indicate below the expected spend profile of governors’ aided** **expenditure** (give the month the claim is expected to be paid, not the month the work is carried out).    **SCA**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **2020-21** |  |  |  | |  | **£** |  | | **April** |  |  | | **May** |  |  | | **June** |  |  | | **July** |  |  | | **August** |  |  | | **September** |  |  | | **October** |  |  | | **November** |  |  | | **December** |  |  | | **January** |  |  | | **February** |  |  | | **March** |  |  | | **Total** |  |  | | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |

# Section 8: Certification

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The governing body is reminded of their responsibility to appoint, a consultant who holds Professional Indemnity Insurance.**  **I/We certify that this form is correct and that the project will comply with all relevant statutory requirements including those listed below:**   * Education (School Premises) regulations 1999; * The Workplace (Health, Safety and Welfare) Regulations 1992; * The Construction (Design and Management) Regulations 1994; * Building Regulations 2000 (SI 2000/2531) as amended; * Disability Discrimination Act 1995 Parts 3 and 4: as amended by The Special Educational Needs and Disability Act 2001; * Where the cost of work exceeds the current OJEU threshold we confirm we have followed the EU procurement rules. * Where the cost of services exceeds the current OJEU threshold we confirm we have followed the EU procurement rules. * That professional fees do not exceed 15% of the governors aided building work costs.   **A. Consultant or Chair of governing body** (where a consultant has not been appointed)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name (CAPITALS please) |  | Signed |  | Date | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Position |  | Telephone Number |  | Fax Number | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | | Name of firm |  | Email address | |  |  |  |   Does the above named consultant require access to the CPAS system for this project (ie Project Manager)?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |

|  |  |  |
| --- | --- | --- |
|  | **Please email this form to:**  [s.leahy@bdes.org.uk](mailto:s.leahy@bdes.org.uk) (please ensure that the form is signed before emailing it to us)  Alternatively you can send the form to:  Sharon Leahy  Diocesan Education Service  Don Bosco House  Coventry Road  Coleshill, Birmingham B46 3EA |  |