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|  |  **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

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

 |

# Section 2: Project title

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- |
| Please state project title **(maximum 60 characters)** (for example, refurbishment of head-teacher’s office, admin area and toilets). |

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| --- | --- |
| **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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |

|  |  |  |  |
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| 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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:**

|  |
| --- |
|  |

|  |
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# Section 7: Financial Liabilities (continued)

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| **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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **2020-21** |  |  |  |
|  | **£** |  |
| **April** |  |  |
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# Section 8: Certification

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| **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 (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  |  |