**Devolved Formula Capital (DFC) – Application Form**

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| **SCHOOL NAME** |  |
| **PROJECT TITLE** |  |

*Devolved Formula Capital (DFC) – an individual grant for each VA school that can be applied for throughout the year for schools to use for their individual priorities.*

DFC funding can be used for items such as improvements to the building and other facilities, including ICT, furniture and equipment or capital repairs/refurbishment and minor works.

* Please ensure a DFC application form is completed and submitted to Salisbury Diocesan Board of Education (SDBE) **before** placing any orders for works.
* An approval email will be provided by SDBE with a project number to be quoted on all future correspondence, relating to the project.
* Please ensure that all invoices are forwarded to SDBE for payment direct to the supplier/contractor and are **not** paid by the school.
* VAT must be paid on **all** works funded using DFC. VA schools allocations have 20% added to reflect this extra cost. **Paying invoices through the LEA to avoid VAT is illegal.**
* All DFC funding will require a 10% Governors contribution, which will be invoiced to the school by SDBE.

For further information please refer to our website [Click here](https://www.salisbury.anglican.org/schools/buildings-and-finance-/)

**Please note:**

* Net build costs must be above £2,000.
* If a surveyor is being used the Surveyors fee is 12.5% (+ VAT) of the net build costs.
* SDBE project funding administration fee is 2.5% (+ VAT) of net build costs.
* Projects relating to the purchase of Furniture, Fixtures and Fittings and IT equipment, the SDBE 2.5% fee is not charged.

**Please provide:**

* Three comparable quotations.
* Confirmation of chosen contractor including reasons for selection

(e.g. lowest quote, local knowledge, contractor availability it not the lowest quote).

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| **PROJECT COST BREAKDOWN** | |
| **Net build cost** (Minimum £2,000.00) | *Please complete if relevant* |
| **VAT on build cost** | *Please complete if relevant* |
| **Surveyor fee**  (12.5% of net build cost) | *Please complete if relevant* |
| **VAT on Surveyor fee** | *Please complete if relevant* |
| **SDBE fee**  (2.5% of net build cost) | *Please complete if relevant* |
| **VAT on SDBE fee** | *Please complete if relevant* |
| **Net Furniture, Fixtures and Fittings and ICT cost** | *Please complete if relevant* |
| **VAT on Furniture, Fixtures and Fittings and ICT cost** | *Please complete if relevant* |
| **TOTAL** |  |

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| **REASONS FOR CHOOSING CONTRACTOR** |
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| **PROJECT FUNDING SOURCES** | |
| **Devolved Formula Capital (DFC)** (100% terms) |  |
| **Other Funding Sources**  (100% terms) |  |
| **Total Project Funding** |  |
| **10% Governors contribution**  (10% of gross DFC funding requested) |  |

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| **SIGNED:**  **(Head Teacher)** |  | **DATE** |  |

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| **DIOCESAN SURVEY COMMENTS IN SUPPORT OF APPLICATION** | | | |
| *Please complete this section if using a surveyor to undertake works* | | | |
| **SIGNED:**  **(Diocesan Surveyor)** |  | **DATE** |  |

* Any changes to project costs which occur after work commences will need further consideration for financial approval and should be notified to the SDBE **as soon as they are known**.
* Work incurring additional costs should not begin until approval is obtained from the SDBE, as additional funding may not be available to pay for the work.
* All additional costs must be advised to and agreed by the school governors.

Please submit application form and three quotations via email to Sue Topp - [sue.topp@salisbury.anglican.org](mailto:sue.topp@salisbury.anglican.org)