



NORES 33 Westbourne Road, Luton, LU4 8JD
 Tel: 01582 723312 Website: www.nores.org.uk Email: admin@nores.org.uk

NORTHAMPTON CATHOLIC DIOCESAN TRUST

SCHOOL PROJECT REQUEST FORM 2016-17

Please fill in **ALL** sections.

The form **MUST** be signed by the Chair of Governors and sent to NORES at the above address
 DO **NOT** SEND TO FINANCE OFFICE, AS THIS WILL DELAY APPROVAL

NOTES:

1. All projects in excess of £5000 including fees and VAT must be notified on the standard form to NORES & Finance Office.
2. All contracts must be with the Diocese.
3. All invoice payments and grant claims must be made by the Diocese.
4. The Governors are responsible for taking all due measures to safeguard children and all in their school.

The above is to ensure that the Diocesan Trustee, as owners of the buildings, is aware of all projects and can ensure that correct procedures are followed. NO PROJECT MAY BEGIN WITHOUT THIS FORM APPROVED

The required professionals will be appointed on a job-by-job basis, based on agreed fee structures with those firms. Standard appointment forms will be agreed between the Diocese and individual firms. There will be one lead firm of professionals acting as project manager for every scheme.

(Office Use) **Project Number:**

Section 1: SCHOOL INFORMATION

School:		Local Authority:
School Contact	Name:	Tel: Email:
Proposed Project	Building: IT:	
Asset Management Plan	Date of AMP:	Priority for Project:
Asbestos Log	Is Asbestos present? (<i>please tick</i>) If "yes" please attach a copy of relevant section. YES <input type="checkbox"/> NO <input type="checkbox"/> Not applicable <input type="checkbox"/>	

Section 2: ESTIMATED COST

Please enter the estimated costs for each element.

Building / IT (incl VAT)	£
Fees (incl VAT)	£
TOTAL	£

PTO

Section 3 FUNDING

a) Funding Stream

Main Funding Stream (in 100% terms)

Other Funding Streams (in 100% terms)

Formula Capital (DFC)	£
LCVAP:	£
Targeted Capital Fund:	£
SUBTOTAL (1):	£

Local Authority:		£
School's own (please specify)		£
Others (please specify)		£
SUBTOTAL (2):		£

Total funding available

TOTAL:	£
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Add subtotals (1) and (2)

b) Devolved Formula Capital (if applicable to the project)

Balance of DFC before this project:	£
Balance remaining after project:	£

c) 10% Governors' contribution

10% of sub-total of project if DFC used	£
Intended source of 10% (tick one):	<input type="checkbox"/> Diocesan Parents' Voluntary Contributions <input type="checkbox"/> School Budget <input type="checkbox"/> School Parent /Governors' Fund <input type="checkbox"/> Parish Benevolent Fund held by Diocese <input type="checkbox"/> Other (please specify)

Section 4: AUTHORISATION

Signature of Chair of Governors	Date:
PRINT NAME:	

Section 5: FOR ADMINISTRATIVE USE ONLY

Date received by NORES:	Date:
Approval by NORES as to educational need and compliance with Asset Management Plan:	Signature: Date
Approval by Finance Office as to cash flow availability and funding streams:	Signature: Date
Date form returned to school by Finance Office:	Date:
Professional appointed:	

Building Project Approval Procedure

(for information)

