**DFC and ACF Projects – how to apply:**

Any project for which you wish to use DFC or ACF funding must be approved by the diocese, before you proceed to work and you can request approval by submitting a signed application form with quotations for the work. The form can be found via a link on the school buildings page of the diocesan website: <https://www.carlislediocese.org.uk/education/buildings-%202/>

Applications and quotations should be sent to [dorothy.macleod@carlislediocese.org.uk](mailto:dorothy.macleod@carlislediocese.org.uk) or by post:

FAO Dorothy MacLeod, Carlisle Diocesan Board of Education, Church House, 19-24 Friargate, Penrith, CA11 7XR.

You will see from page 2 that you should indicate the amount of DFC or ACF (or a combination of both) you wish to use. Please remember to include VAT. This is often omitted and is of course essential when calculating the overall cost of the project and your 10% contribution. It is essential to include your quotations with your application and the project must be competitively tendered.

Projects involving construction work, electrical work, or anything which would involve building regulations or planning permission must go through your buildings’ consultant who will obtain the tenders, prepare your application and ensure compliance. For minor projects which do not involve construction or electrical work etc, if a consultant isn’t used, the headteacher or chair of governors will need to sign section 5 on page 3 to certify compliance with the points listed there. You can use your consultant for all your projects if you wish.

DFC and ACF funding can be used for the purchase of IT hardware, but cannot be used to purchase software, licenses or leases of equipment which should be purchased separately by the school. You do not need to use a consultant for the purchase of IT equipment.

Until I see the applications and quotations, it is not possible for me to say whether or not projects will be approved. The minimum project cost is £2000 + VAT (£2,400). You can combine two projects into one application if you wish, even if they are unrelated. If either project will cost less than £2,400 you will need to combine them.

Once the project is approved by the diocese an initial invoice will be sent to the school for 5% of the project cost. All invoices from project contractors/suppliers should be sent to me for payment. You will need to confirm to me that work has been satisfactorily carried out or goods received, with the invoice please. Once the project is complete and final costs are known, you will be invoiced for the balance of your 10% contribution and payment of this will conclude the project.

If you need further assistance, please do not hesitate to contact me.

Dorothy MacLeod