**DFC project applications – notes for schools**

**NB: The diocese recommends that for all capital works (except the purchase of IT hardware), schools should use their building consultant. Their consultant will advise on the work to be undertaken, carry out the tender process, complete and submit the application form for you and manage the project once approved. They will apply for planning permission if necessary and ensure that the project is compliant with all necessary regulations. They are able to address any problems that may arise during or after the project is carried out.**

**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 is not used, the headteacher or chair of governors will need to sign section 5 on page 3 of the application form to certify compliance with the points listed there.**

**Schools should apply for IT hardware projects themselves once they have obtained comparative quotations (ideally 3). Once approved, schools then order the hardware themselves and the invoices are sent to the diocese for payment.**

* When a school wishes to apply for DFC funding for a project, the application form available via [www.carlislediocese.org.uk/documents/acf-dfc-direct-approval-form](http://www.carlislediocese.org.uk/documents/acf-dfc-direct-approval-form) should be completed. The form must be signed by your head *and* chair of governors. Please send the signed form to: [dorothy.macleod@carlislediocese.org.uk](mailto:dorothy.macleod@carlislediocese.org.uk)
* You must obtain quotations for all work to be done/ IT equipment to be purchased. Please attach *all* quotations to your application, for comparison. NB Your consultant, if used will carry out the above procedures for you and submit the application.
* Once the form has been received and processed, assuming that you have sufficient DFC funds available, I will send you a letter confirming that the project has been approved. At this stage I will also send an invoice for 5% of the total cost of the project.
* At this stage I transfer the DFC sum allocated to the project from your DFC account to your project maintenance account.
* Your consultant, if used must certify all invoices before payment can be paid (they are familiar with this process and they submit certification to the diocese as part of their duties). All contractors’ invoices should be sent to CDBE FAO: Dorothy MacLeod for payment and should not be paid by the school.
* Once the project is complete and all payments have been made by the diocese to the supplier/contractor, so final costs are known, we send an invoice to the school for the balance of the 10% still owing.
* **Please do not begin any project, commit to a contract, or order any equipment until you receive approval from CDBE.**

If you have any questions about the above process, or to check your current available DFC funding, please don’t hesitate to contact me,

*Dorothy MacLeod*