

## Buildings Section - Briefing Paper

### Capital Funding for Building Schemes in Church of England Voluntary Aided Primary Schools within the Diocese of Leeds

#### **Accessing Devolved Formula Capital (DFC) held by the Education Team**

When you are aware that a potential scheme which requires access to DFC is to take place, please follow the below guidelines. This note does not cover the statutory body approval that your scheme may require completing or local authority permissions.

**Please note:** Although the below information applies to DFC, **all schools (including academies), regardless of how a scheme is being funded, must obtain Board of Education and Trustee approval before commencing works.**

1. Submit a **Project Authorisation Form** to the Education Team. This form is to obtain Governing Body, Trustees and Board of Education approval for the scheme to take place.
2. When you are in receipt of tenders, submit the **Project Information Form** together with original copies of all tenders received and any other supporting documentation.
3. Items 1 and 2 above may be submitted together.
4. A fee to the Education Team, currently 1.5%, is applicable on all schemes, excluding LCVAP funded schemes, from within the overall consultant fee agreement of 15%.
5. When returning the above forms, please also send a cheque to cover the Governors' 10% contribution, or, if possible, arrange for this to be transferred by BACS return. Our bank details can be supplied upon request.
6. Should the cost of the scheme rise as the works progress submit an **Additional Costs form** along with the Governors' 10% contribution to cover the additional cost. We recommend, however, that you add a 10% contingency to the tender costs and include this in steps 1 and 2 above to allow you some flexibility to cover unforeseen works.
7. The above forms are available on our website at [www.leeds.anglican.org/education](http://www.leeds.anglican.org/education) or they can be sent to you by email.
8. When we are in receipt of all the relevant forms and documentation, we will obtain approval from the Board of Education. Once approval has been obtained, we will write to you to confirm this. You may then begin to order the works from your approved contractor.

9. Invoices should be sent to the Education Team for payment with authority from the school to pay. Should the school pay any invoices direct and we are already in receipt of the Governors' 10% contribution, we will reimburse you 100%. If, however, the Governors' 10% contribution has not been received, it would be possible to use any invoices paid by the school towards this. In this situation, we would require copies of the invoices, together with confirmation they have been paid through the schools accounting system.
10. For guidance on the possibility of claiming back VAT on capital and revenue funded schemes, please see the briefing note on our website at [www.leeds.anglicna.org](http://www.leeds.anglicna.org) by clicking on 'Education'.
11. In the event that a scheme finalises under the approved budget, allocated funds will be released back into your DFC account, and any surplus Governors' 10% contributions will be carried forward to future schemes.

### **Locally Co-ordinated Voluntary Aided Programme (LCVAP) Funded Schemes**

1. Bids are invited each June for the LCVAP Programme to enable major building works to take place within schools by completing a **LCVAP Application Form**.
2. We will write to schools between April and June of the following year to inform you whether your Bid has been successful or unsuccessful.
3. A **Project Authorisation Form** should be submitted to the Education Team to enable Governing Body, Trustees and Board of Education approval to be obtained.
4. The Education Team will administer successful LCVAP schemes on the schools' behalf. This will include all administration (prior to and throughout the duration of the works), preparation of claims to draw down the grant, liaison with your appointed Consultant and attendance at Pre-Contract and subsequent progress meetings, where applicable etc.
5. A lump sum fee, payable to the Education Team, of £2,000.00 plus VAT is applicable on all successful LCVAP funded schemes.
6. Invoices should be sent to the Education Team for payment with authority from the school to pay. Should the school pay any invoices direct and we are already in receipt of the Governors' 10% contribution, we will reimburse you 100%. If, however, the Governors' 10% contribution has not been received, it would be possible to use any invoices paid by the school towards this. In this situation, we would require copies of the invoices, together with confirmation they have been paid through the schools accounting system.
7. For guidance on the possibility of claiming back VAT on capital and revenue funded schemes, please see the briefing note on our website at [www.leeds.anglican.org](http://www.leeds.anglican.org) by clicking on 'Education'.

### **DFC Updates**

1. We will write to schools two times per year providing you with an update on the status of your DFC. This will be in May and November.
2. The May Update will inform you of your allocation for the forthcoming financial year, together with funds you will be at risk of losing under the DFC 3-Year Rule and available funds you have to spend.
3. The November Update will give you an update on the status of your DFC Funds, any funds spent and whether you are still at risk of losing funds under the DFC 3-Year Rule.

4. You may, however, contact the Buildings Team for a status update at any time.
5. The Education Funding Agency (EFA) issue a DFC Annual Return in February/March each year and this is sent direct to schools. Where we hold DFC on behalf of a school, we will complete the form for you. If, upon receipt, you could ensure the form is signed by an authorised person and return to the Education Team, this would be appreciated.

### **Further Information and Contact Details**

We are here to assist you with buildings-related matters. Please do not hesitate to contact the below team members should you require any assistance or guidance:

#### ***By email***

##### **Helen Williams**

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##### **Emma Parsons**

Property Manager

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##### **Kevin Matthews**

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#### ***By telephone***

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#### ***By post***

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