



DIOCESE OF **Hexham & Newcastle**  
DEPARTMENT FOR EDUCATION

### LCVAP & DFC Project Application Form

Please complete a separate form for each DFC or LCVAP Project

Before completing this form you should read *Planning and Carrying out Building Works in Voluntary Aided Catholic Schools – Guidance for Governing Bodies and Professional Consultants*.

See also the explanatory notes for completing this form on the back page for items marked \*.

School name	
School location	
School U.R.N.	
Headteacher	
Local Authority	
Form completed by* <sup>1</sup>	

Project title	
Project type* <sup>2</sup>	
Description of project* <sup>3</sup>	
Justification for project* <sup>4</sup>	
Name of consultant	
Guideline cost estimate (including VAT and fees)* <sup>5</sup>	

Please indicate how the 10% contribution will be funded	
List of supporting documents appended	

Signed  
 Headteacher ..... Date .....

Chair of governors ..... Date .....

OFFICE USE ONLY	Yes/No	Date of approval	Signed
Trustee approval			
LA Approval			
Final project approval			

**EXPLANATORY NOTES**

1. The name of the person completing the form including their role (e.g. consultant; school business manager; governor or headteacher).
2. The project type e.g.
  - Basic need expansion
  - Roofing and guttering
  - Boiler and/or heating system
  - Electrical systems
  - Fire alarms and fire safety
  - Water services/drainage
  - Toilets, showers and personal hygiene
  - Kitchens and dining rooms upgrade
  - Teaching area upgrade
  - Admin area upgrade
  - Safeguarding
  - Disability access
  - Window and/or door upgrade

3. Describe the nature of the project, the location and areas affected and give a description of the work to be carried out so that what is proposed is clearly understandable.
4. Explain the reasons why the project is necessary and refer to supporting evidence such as a property condition survey report, photographs, governing body premises committee meeting minutes, consultant's drawings, consultant's statement of need, Ofsted report, etc. Documents or relevant extracts of them are to be appended to this form. Please note that justification of need is very important and should be linked to the stated priorities for funding such as building fabric repairs, health & safety, compliance with regulations, safeguarding, etc. (funding priorities are published every year).
5. The cost should include a breakdown showing the budget cost estimates of the component parts of the project, consultants' fees, statutory consent fees etc.