



**NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE**

**CAPITAL PROJECT PROPOSAL FORM 2018/19**

<b>Name of School/Academy</b>		
<b>Local Authority</b>		
<b>Contact</b>		
<b>Telephone/Email</b>		
Brief Description of Proposed Project		
<b>REASON FOR PROJECT</b> (please tick)		<b>Additional Comments</b>
Condition	<input type="checkbox"/>	
Health and Safety	<input type="checkbox"/>	
Suitability	<input type="checkbox"/>	
Safeguarding/Security	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Approximate Cost including Fees and VAT (where applicable)		
<b>Source of Funding Required</b>		<b>Amount</b>
Condition Improvement Fund (Academies)		
LCVAP (VA Schools)		
DFC		
Other Funds (please specify)		
Will Planning Permission be required?		
Consultant Architect/Surveyor		

Please refer to the guidance on **‘Managing Capital Projects’** available on the NRCDES website.

Checklist (overleaf) completed YES/NO

Signed \_\_\_\_\_ (Headteacher) Date

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ (Chair of Governors) Date

Print Name \_\_\_\_\_



## CHECKLIST

	Date
Diocesan approval received	
Appropriate Consultant/Contractor Appointed	
Funding in Place (a) LCVAP	
(b) Condition Improvement Fund	
(c) DFC	
(d) Other	
Tender Requirements followed	
Health and Safety Issues discussed with Consultant/Contractor	
Insurance Company Notified	
Planning Permission (if applicable)	
Building Regulations (if applicable)	
Relevant Surveys undertaken	
Work checked and signed off	
All payments made	
Final Claims submitted	
Diocese and Local Authority (if applicable) notified of changes	
Revised plans available	