|  |  |
| --- | --- |
| logo | **Final Claim** |
|  |
|  |  |
| **CRN (For DfE Use)**  |  |  |  |  |  |  |
| * **Under NO circumstances will a claim be accepted where corrective fluid has been used.**
 |

|  |
| --- |
| **Voluntary-aided schools – grant claim:****final costs stage** |

# Section 1: School details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  | Your claim code |  | Local Authority number |  |  |
|  |  |  |  |  |  |  |  |
|  | School name |  | School number |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Project title |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Project type |  |  Project number |  |  |  |  | / |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Final costs allocation | **£** |  |
|  |  |  |  |
|  | Current limit (100% of final cost allocation) | **£** |  |
|  |  |  |  |  |  |  |  |  |

# Section 2: Capital grant claim details

|  |  |  |
| --- | --- | --- |
|  | **The governing body of the school in Section 1 claim capital grant for this project, as detailed below.****NOTE: All costs need to be shown in 100% terms.** |  |
|  |  |  |  | Net cost£ |  | VAT£ |  | Gross cost£ |  |
|  | Building work |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Furniture, fixtures and fittings |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Architect fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Quantity Surveyor fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Service Engineer fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Planning fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Insurance fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Other fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Sub total** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Site purchase etc |  |  |  |  | + |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Total project cost** |  |  |  |  |  |  |  |  |
|  |  |  |

# Section 2: Capital grant claim details (continued)

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Total project cost carried forward from page 1** |  |  |  |  |
|  |  |  |
|  | Less LA contribution | - |  |  |  |
|  |  |  |
|  | Less Governors’ non-grant aided contribution/DFC direct | - |  |  |  |
|  |  |  |
|  | Less proceeds from sale of redundant premises | - |  |  |  |
|  |  |  |
|  | **Net cost available for grant aid** |  |  |  |  |
|  |  |  |
|  | Less interim payments received | - |  |  |  |
|  |  |  |
|  | **Final claim** |  |  |  |  |
|  |  |  |

# Section 3: Governors’ costs being claimed

|  |  |  |
| --- | --- | --- |
|  | **NOTE: Amount in ‘Total claims’ column should not exceed individual category amount shown in ‘Allocated’ column** |  |
|  |  | Allocated£ |  | Previous claims£ |  | This claim£ |  | Total claims£ |  |
|  | Building work |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | VAT on building work |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Professional fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | VAT on fees |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Furniture, fixtures and fittings |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |

# Section 4: Account details

|  |  |  |
| --- | --- | --- |
|  | Please pay the total amount as stated in the **‘Final claim’** box in Section 2, into the following account: |  |
|  | Sort code |  |  |  |  |  |  | Bank account number |  |  |  |  |  |  |  |  |  |
|  | **Only school governors’ or diocesan account details should be entered.**Please forward the notification of payment to the following addressee (this must be school, diocese or consultant) |  |
|  |  |  |
|  |  |  |

# Section 5: Bank details

|  |  |  |
| --- | --- | --- |
|  | If you have not already notified the Capital Funding Team, or if you are changing your bank account details, please complete the following:**Only school governors’ or diocesan account details should be entered.** |  |
|  | Name of account |  | Address of bank |  |
|  |  |  |  |  |
|  |  |  |  |
|  | Name of bank |  |  |
|  |  |  |  |
|  |  |  | Postcode |  |
|  |  |  |
|  | Sort code |  |  |  |  |  |  | Bank account number |  |  |  |  |  |  |  |  |  |
|  |  |  |

# Section 6: Governing body certification (or trustee/diocese authorised to act on their behalf)

|  |  |  |
| --- | --- | --- |
|  | **We certify that:*** the information on this form is correct;
* the work carried out complies with the current level of approval given by the Department;
* the contractor has been paid and all receipts have been passed to the Department;
* the account details notified to the Department should be used for payment of grant aid.

For final claims, we claim:* grant payable under Paragraph 5 of Schedule 3 of the Schools Standards and Framework Act (1998), as amended under paragraph 7 of the Regulatory Reform (Voluntary Aided Schools Liabilities and Funding) (England) Order 2002, in respect of expenditure recorded in Section 2.
 |  |
|  | Signed |  |  Date |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Name (CAPITALS please) |  |  Position held |  |  |
|  |  |  |  |  |  |  |
|  | Signed |  |  Date |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Name (CAPITALS please) |  |  Position held |  |  |
|  |  |  |  |  |  |  |
|  | **Please note: 2 original signatures are required.** |  |

# Contact for correspondence

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | Name (CAPITALS please) |  |  |
|  |  |  |
|  | Telephone number |  |  |
|  |  |  |
|  | Fax number |  |  |
|  |  |  |
|  | Email address |  |  |
|  |  |  |

# LA declaration (to be completed at final cost stage for all projects over £10,000 (building work only) that includes LA liability)

|  |  |  |
| --- | --- | --- |
|  | I certify that the Authority agrees with the statement of final costs and with the respective liabilities of the Governing body/Promoters and the LA. |  |
|  | Signed |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Name (CAPITALS please) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Position held (authorised officer of the Local Authority) |  |  Date |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |

# Consultant’s certification at final cost stage (to be completed at final cost stage for all projects over £10,000)

|  |  |  |
| --- | --- | --- |
|  | **I certify that:*** I have personally inspected the building and the project to provide (please give details):
 |  |
|  |  |  |
|  |  |  |
|  | * The work was approved by the Department in their letter dated
 |  |  |  |  |
|  |  |  |
|  | * The work was completed under my direction in accordance with

 that approval on |  |  |  |  |
|  |  |  |  |  |
|  | Signed |  |  Date |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Name (CAPITALS please) |  |  Position held |  |  |
|  |  |  |  |  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Please email this form to:**Approvals.VA@education.gov.uk (please ensure that the form is signed before emailing it to us)Alternatively you can send the form to:  Capital Funding TeamDepartment for Education Bishopsgate House Level 1 Feethams Darlington DL1 5QE  |  |