

Project Authorisation Form

SECTION A To be completed by school	
Name of School/Academy	
LA/URN School No	
Type (VA/VC/Academy)	
Name of Headteacher	
Name of Chair of Governors	
Project Title	
Date Work Due on Site	
Anticipated Completion Date	
Total Gross Cost of Project (including fees & VAT)	
Funding Streams (LCVAP/DFC/CIF/Other)	
Consultant Details Contact Name Company Name Tel No Email	

SECTION B – SUPPORTING DOCUMENTATION

Please attach the following documents with this form:

- Copy of existing plan of school building
- Copy of proposed plans (if applicable)
- Copy of tender information and specification
- Statutory approvals

Have statutory approvals been obtained?
(if applicable)

YES / NO

If yes, please attach copies

SECTION C

To be completed by the Headteacher &
the Chair of Governors

On behalf of the Governing Body we apply for authorisation of the project detailed in Section A

Signed _____ (Headteacher)

Date _____

Signed _____ (Chair of Governors)

Date _____

Only complete Section D if applicable

SECTION D – ACADEMIES ONLY

To be completed by the Trustees of the
Academy or the Multi Academy Trust

On behalf of the Trustees of the Academy or the Multi Academy Trust we authorise/decline*
permission for the Governors to undertake the project detailed in Section A

Signed _____ Name _____

Date _____

* Delete as appropriate

SECTION E**To be completed by the Board of Education**

The Board of Education approves/declines authorisation for the Governors to undertake the project detailed in Section A*

Signed _____ Name _____

Date _____

SECTION F**To be completed by the Site Trustees of the School**

On behalf of the Site Trustees I authorise/decline permission for the Governors to undertake the project detailed in Section A*

Signed _____ Name _____

Date _____

* *Delete as appropriate*

The completed form, together with supporting documentation, should be emailed to officeDBE@derby.anglican.org

A minimum of 10 working days is required to assess and approve projects.