**HOW TO MAKE AN**

**SCA APPLICATION**

**SCA - SCHOOLS CONDITION ALLOCATION**

**What is SCA?**

SCA is a formulaic allocation which the Education & Skills Funding Agency (E&SFA) ask each Local Authority (LA) to coordinate on their behalf. It is generally used to fund building projects which require funding above that available through their own Devolved Formula Capital (DFC). Each LA is asked to co-ordinate, in consultation with local partners, i.e. dioceses, how the programme should be allocated against local needs and priorities.

**What is the SCA process in the Salisbury Diocese?**

Schools are asked for project funding applications in September/October for funding in the following financial year. A committee of SDBE Officers initially looks at all applications and gives an initial priority to all of the projects. Projects are then taken forward to be considered by the Buildings Services Sub-Committee of the Diocesan Board of Education. This Committee’s membership includes

VA Head Teachers, Governors of VA schools, LA Officers and Trustees of the Board of Education. The Committee agree the priority for the projects to be taken forward to the LA Diocesan Liaison Meetings (DLMs). At the DLM each project is considered in competition with bids from other dioceses (CE, RC and other VA schools) in the LA area. These meetings are chaired by LA officers and their comments on each project are taken into consideration. The DLM committees make the final decisions on bids in competition with bids from other VA schools and dioceses.

**How are projects prioritised?**

Projects are prioritised by the Buildings Services Committee in priorities from 1-4, 1 being the highest priority - the following criteria are used as a guide:

**1. Additional costs**

Unavoidable additional costs where the school governors already have a contractual obligation.

**2. Disabled Access & Inclusion Works**

A high priority is given to the funding of works specified by consultants appointed by LAs for adaptations/alterations required for specific children. Priority is not given to bids for funds to facilitate general improvements to improve disabled access. However, you need to bid early in the financial year to ensure funds are available, as once the year’s SCA has been allocated, there is no other source of funding for these works apart from DFC.

**3. Essential Capital Repairs**

The Asset Management Plan (AMP), maintained by LAs, as required by the Education & Skills Funding Agency (E&SFA), identifies accommodation problems in terms of condition, suitability and sufficiency. Priority is given to repairs requiring immediate attention that cannot reasonably be funded from DFC and identified in the “condition” element of the AMP, or by your Diocesan School’s Surveyor/Architect; the AMP is sometimes used to prioritise competing bids from different dioceses along with LA officers’ advice. The AMP suitability and sufficiency data is also used when considering bids for additional accommodation or changes to existing accommodation.

**4*.* Exceptional Basic Need**

The replacement of time expired temporary accommodation with permanent. Every attempt is made not to replace mobile classrooms that have been in place for many years with new mobiles but to provide permanent accommodation.

**5*.* To bring schools up to the latest specification**

Halls, ICT/Library. Where funds allow to provide accommodation

Staff Resources to bring schools up to the latest specification.

**Additional factors that may be taken into account:**

**a.** The probability/possibility of funding the required works from another initiative

**b**. Rationalisation of the school provision in partnership with the LA

**c**. Surplus places in neighbouring schools

**d.** Numbers on roll (NOR). The current or projected NOR with figures sources from the LEA/Health Authority and from the school if appropriate, are considered.

**e**. Benefit per Child. Once essential works that cannot wait have been considered then some consideration is given to the proportion of children who will benefit for a specific amount of grant when deciding priorities

**f.** Recognised need for Accommodation. Bids for works to or for buildings or equipment that are not included in the specification of a specific type of school, according to DfE buildings bulletins, are given a low priority. Climbing frames and swimming pools, both of which can be funded legally from DFC, are examples.

**g.** Any local/exceptional factor peculiar to individual schools or local circumstances.

**Basic Need Funding**

Basic need funding is paid direct to the Local Authority, and VA schools can apply for this along with VC and community schools. Basic need requests can be made on the SCA application form, as this funding is considered at the same time as SCA funding at the Diocesan Liaison Meeting where SCA is allocated. Basic Need funding is only applicable to classroom space and cannot be used to enlarge halls, kitchens etc.

**How do I make a good application?**

1. Ask your nominated Diocesan Schools Surveyor or Architect for advice on your application and get them involved at an early stage
2. Your nominated Diocesan Schools Surveyor or Architect may complete the application on your behalf, but if you complete it yourself, make sure you complete all parts of the form, including the school name and town/village, and a brief description of the project
3. Complete the funding breakdown showing all costs at 100%. Also attach a clear estimate of costs, broken down for buildings works, fees and VAT. Your nominated Diocesan Schools surveyor or Architect can provide this for you
4. If the project involves extensions/alterations, provide a sketch plan of the proposed works
5. Give a clear justification for the project in summary form
6. Attach copies of all relevant reports to your application (or the relevant pages of a report) and highlight the relevant parts, where these reports are quoted under “other supporting reports” on the form
7. If your application includes several small items e.g. window replacement and security gates, give a breakdown of costs for each item – if one of these is considered a higher priority than the other, you may stand a better chance of getting some funding for the higher priority
8. If you have enough DFC available to cover the costs of the works, do not send in an application unless you have other urgent works which you need to set aside DFC for. If this is the case, please state clearly the nature of these works, and the cost, in your application

**9.** Make sure the information you provide is relevant to the application

**10.** Be concise and make sure you complete all sections of the application clearly

**Points to note about SCA funding**

SCA funding allocations must be spent within the year they are allocated. If it is not spent, it is likely to be lost. “Use it or lose it” This means that there should be no delay in starting a project once the allocation has been confirmed. For those schools that have been allocated SCA, we would strongly advise that the project should be underway before the end of September in the financial year the funding is allocated. If a project is delayed beyond this time, we may look at allocating the funds elsewhere. We would also advise that you start thinking about and planning any projects you would like to put forward for SCA funding next financial year in the summer term**. When planning an SCA project, you also need to plan how you are going to pay the 10% governors / school’s contribution due.**