

MASTER PLAN GRANTS

1. Introduction

- 1.1 A school's Master Plan is a broad framework of anticipated future needs and developments for a defined period, at a point in time. A Master Plan flows from a school's Education Plan, is fully integrated with the school's Asset Management Plan, and is a living document.
- 1.2 Schools applying for a grant under the Capital Grants Program are required to have an acceptable Master Plan (see Procedural Guideline - Mandatory Master Plans).
- 1.3 SAIS BGA is committed to supporting member schools to prepare and maintain Master Plans that give reliable and comprehensive direction to the school's development.
- 1.4 SAIS BGA encourages schools to prepare Master Plans with a minimum 5-year horizon.
- 1.5 If a school is a multi-campus school, a Master Plan Grant is available on condition that there is a Master Plan appropriate for each campus.
- 1.6 Applications received for a Master Plan Grant, where the BGA has previously funded a grant, may be approved by the Committee in exceptional circumstances.
- 1.7 The use of BGA funds to support the Master Plan process is validated at s53 (a) (iii) of the Capital Grants Program Guidelines 2018, *...expenditure relating to...investigating the need for...buildings or other facilities (or parts of buildings or other facilities), or equipment.*

2. Guidelines

- 2.1 SAIS BGA will use an allocation of capital funds to give grants to schools to support the preparation, revision, or extension of Master Plans.
- 2.2 The existence of Master Plan Grants will be publicised on the SAIS BGA website, at the annual BGA Seminar, in AISSA newsletters from time to time, and in discussions with individual schools during the annual School Visits and other contact with the SAIS BGA.
- 2.3 Schools are required to submit a Master Plan Grant Application, which requires at least one quote to support the expected total cost.
- 2.4 Master Plan Applications can be lodged at any time and will be considered by the Committee every six months at its February and August meetings.
- 2.5 The decisions on whether a school receives a Master Plan Grant, and the size of the Grant, are made by the BGA Committee.
- 2.6 Schools with greater financial need will receive priority in allocation of available funds, with a school's SES score being the primary indicator of financial need.
- 2.7 The Committee will be advised by the Executive Officer on a school's existing Master Plan, its currency, and the supplier(s) chosen by the school.
- 2.8 In deciding the level of a Grant, the Committee will consider its annual budget, and may allocate up to 50% of the expected cost to a maximum of \$10,000 per Grant.

- 2.9 The Committee has discretion to vary Guideline 8 if it believes there are special circumstances such as the school's financial need, or the scope of the school's proposed Master Plan process, or its annual budget
- 2.10 The normal CGP requirements of Grant Acceptance Agreements, proof of expenditure and Accountant's Certificate apply to Master Plan Grants.
- 2.11 A school is required to have its Master Plan and the Grant accountability requirements finalised within 12 months of being notified by the BGA that the Grant has been approved by the Minister.
- 2.12 The BGA must be provided with a full copy of the Master Plan prepared using the Master Plan Grant.

3. Related Policies

Procedural Guideline Capital Grant Program – [Mandatory Master Plans](#)

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