

PROCEDURAL GUIDELINE – APPLICATION COSTS CAPITAL GRANT PROGRAM

APPLICATION COSTS

1. Background

It has been the BGA practice not to allow the recovery of Application Cost's relating to projects, however rising costs and the requirements put in place by the BGA to obtain up to date QS reports, etc, during the process has put additional financial pressure on schools.

The process for Capital Grant funding takes place over a period of 11-15 months. During this time schools incur costs when preparing formal Applications for Capital Grant Program Grants.

Costs may include, for example:

- fees for architects,
- quantity surveyors (QS),
- consultants (eg soil, engineering, traffic) etc

Schools may recover these application costs by including them as project expenses on projects which are **approved** by the Commonwealth government. Costs incurred on unsuccessful projects relating to the application process are at the schools expense.

2. Claim for Application Costs

Under this guideline a claim for expenditure which is directly related to a school preparing an application may claim application costs for successful projects on the FIRST Progressive Expenditure statement which is submitted after the tender has been approved and a contract signed. The claim must include copies of relevant invoices to substantiate the claim.

3. Period allowable

Expenditure relating directly to the approved project may be claimed from the start of the Notice of Intent (NOI) to apply period, which is the 1 September each year. For example, the NOI period for a 2024 Capital Grant would commence on the 1 September 2022.

4. Expenditure

The BGA Committee reserves the right to consider requests in writing from schools outside the allowable period.

The BGA committee reserves the right to refuse reimbursement if the claim does not appear relevant to the application, e.g. expenditure that could be considered part of the project build prior to the approval which could be considered retrospective.

5. Related Policies

Nil

Approved: 11 May 2022

To be reviewed: July 2024