

INFORMATION SHEET - SUCCESSFUL CAPITAL GRANT REQUIRMENTS

- Step 1 **BGA** provides the Approved Authority/School with a copy of Schedule 2 of the Participation Agreement, outlining the approved grant offer. Along with this, the school receives an acknowledgement letter, which includes a link to the BGA Website and a signed copy of the Participation Agreement previously signed.
- Step 2 **SCHOOL** signs Schedule 2 & returns a copy to the BGA.
- Step 3 **BGA** countersigns the document and returns it to the school for its reference.
- Step 4 **SCHOOL** decides which method of contract procurement it will use to make the project happen.
- Option 1** – If Open Public or Limited Tender, whereby the Architect collaborates with the school to appoint a builder to conduct majority of the Project, go to Step 5 Option 1 below.
- Option 2** – If Project Management, whereby the school or an appointed third-party Project Manager, contracts out each of the main elements of the Project, go to Step 5 Option 2 below
- Option 3** - If another method (e.g., Design/Construct) please call the BGA Executive Officer.

Option 1 – Open Public or Limited Tender

- Step 5 **SCHOOL**
Calls for tenders, has the Architect analyse and recommend a tenderer for the school's approval then:
- downloads and completes the ***Results of Tender form** from the website and returns to the BGA for approval.
 - must not accept a Tenderer/Quotation until the Tender details are approved as per Step 6.
- Step 6 **BGA**
- Executive Officer notifies school by email to proceed with the preferred tender.
 - Approved Tender/Quotation is advised to the BGA Committee at its next meeting.
- Step 7 **SCHOOL**
Signs contract with successful tenderer and advises the BGA by returning the proforma letter, ***Notification of Contract signing or Project Management**, which additionally advises BGA of project commencement & finish date.

Option 2 – Project Management

- Step 5 **SCHOOL**
Downloads and reviews ***Project Management checklist** and writes to the BGA Executive Officer with details for approval to use Project Management for the project.
- Step 6 **BGA**
- Executive Officer emails approval for school to use Project Management for the Project, or to sign a contract with a third-party Project Manager.
 - Approval of Project Management is advised to the BGA Committee at its next meeting.
- Step 7 **SCHOOL**
Prepares and returns the proforma letter, ***Notification of Contract signing or Project Management**, which advises of contract signing and project commencement and finish date with the requested Quantity Survey for cost comparison purposes.

- Step 8 **SCHOOL** forwards *monthly* Progressive Expenditure Statements (***PES**) with relevant invoices and progress photographs of the approved project. The first PES should include any application fees that were spent during the application process.
Please note it is important to inform the BGA of any significant changes to project timing, school or other contributions expenditure and project scope/description throughout the project as they happen.
- Step 9 **BGA** receives the *monthly* ***PES** and pays grant instalments in accordance with the planned flow. Payment depends on size of grant and school expenditure. The BGA will retain 15% of grant (retention amount) until the final PES and documents are received. (see Steps 10 & 11)
- Step 10 **SCHOOL** forwards final ***PES**, *** Statement of Completion** and **Certificate of Occupancy** to advise of Completion.
Please note it is important to complete all section of PES as the BGA uses the report to make mandatory reports to the Department of Education especially complications, time delays and differences in expenditure.
- Step 11 **BGA** pays final retained grant amount and emails the school with a reminder about the Accountant Certificate requirements. (Refer step 15)
- Step 12 **SCHOOL** arranges the Opening Ceremony, as required by ***Australian Government Recognition Requirements** to acknowledge Commonwealth funding and organises a plaque. The school is to invite the Minister of Education via schoolopenings@education.gov.au with 3 preferred dates and times at least 2 months prior to event. Please CC BGA into the email to notify the BGA that this requirement has commenced.
Please note that this can be a lengthy process, and schools may wish to contact the school opening well in advance and before the final PES has been sent to the BGA.
- Step 13 **SCHOOL OPENINGS** will confirm date and provide the school with a briefing to be completed.
Please note that the description in this briefing must be the same as the description signed off in the schedule two unless a variation has been submitted during the project.
- Step 14 **SCHOOL** invites the BGA Chair and Executive Officer as a minimum to the Opening Ceremony and supplies the BGA with a photograph of the plaque.
- Step 15 **SCHOOL** forwards completed ***Accountant Certificate** within three months of final payment.
Please note Accountant Certificate must match the final amount on the final PES. Any discrepancy will need to be discussed.
- Step 16 **BGA** provides accountability statement to DoE on completion of project.
SCHOOL may need to provide more details if project overrun in costs and/or time and information was not within the PES.

If at any time you need support or have questions about the above process, please do not hesitate to contact the BGA on bga@ais.sa.edu.au.

***All relevant forms are available from the [BGA Website](#) on [Resources](#) page under [Capital Grant Program](#).**