

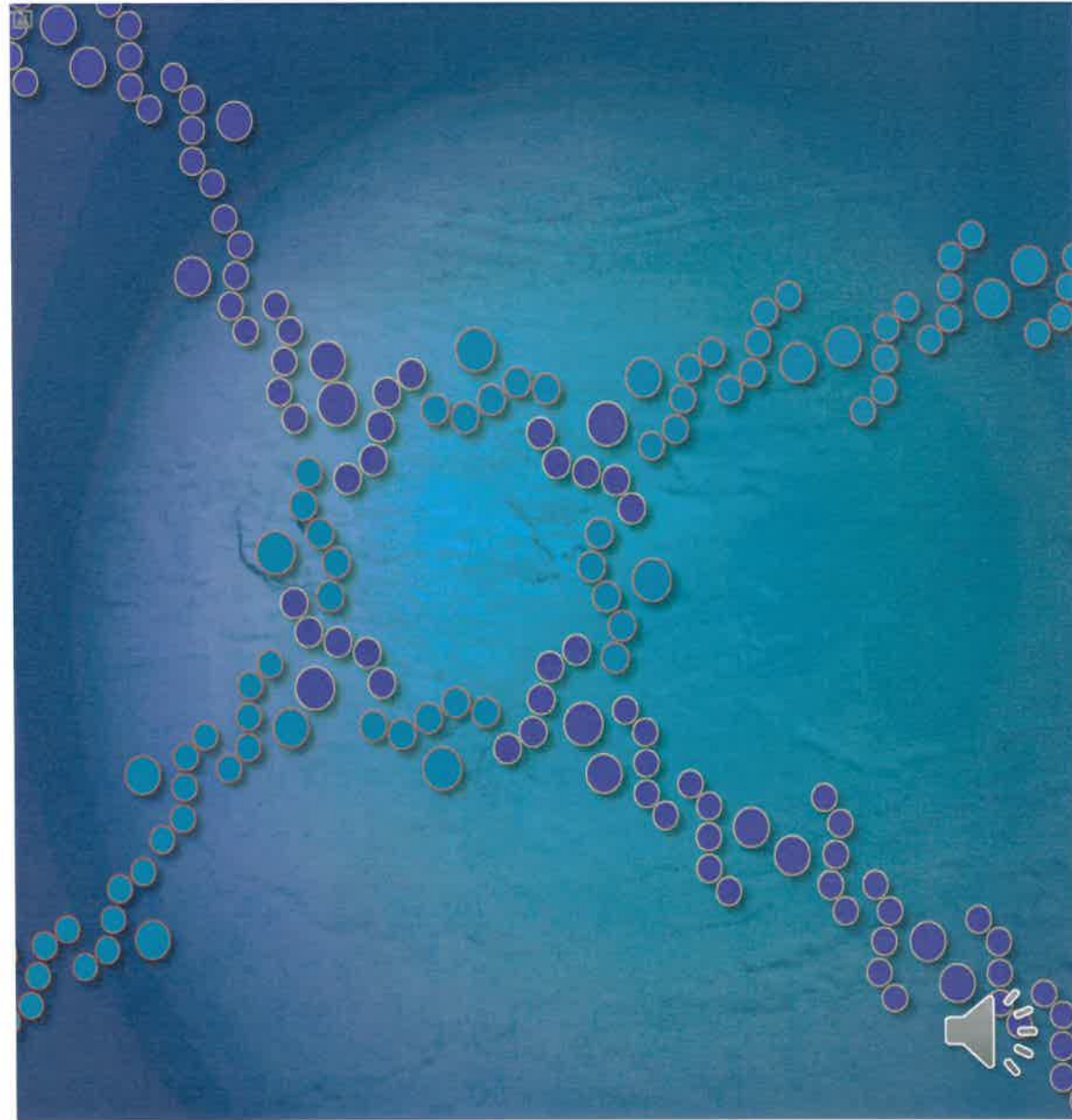
CAPITAL GRANT PROGRAM

Application Information
2025 Funding Round



WELCOME TO COUNTRY

The SA Independent Schools Block Grant Authority would like to acknowledge the traditional custodians and First Peoples of the land on which we live and work and pay our respects to the Elders, past, present and emerging.



MEET THE TEAM



JANE PIKE

Executive Officer



JEANETTE KOCIOLEK

Finance Officer



BGA COMMITTEE 2023

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BGA Chairperson,
Retired Principal

STEPHEN ROSIER

Business Manager,
Trinity College

PETER MCCABE

Retired
Business Manager

WENDY MATEAR

Principal,
Bethany Christian School

CRAIG FIELKE

Director, Lutheran Schools
WA SA & NT

CHRIS PRANCE

Head of Educational
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SUSAN PHILLIPS

Architect Phillips
Pilkington

LOU GEORGE

Board Chair,
Cedar College

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Business Manager,
Temple Christian College

MANDY HORE

Deputy Principal,
Pedare Christian College

ANNE DUNSTAN

Chief Executive AISSA /
Public Officer SAISBGA



CAPITAL GRANTS

The Capital Grants Program has been providing Independent Schools with funding for Capital Projects for over 30 years.

The Program allows the Education Minister to provide grants, via the states and territories Block Grant Authority's, to schools for capital expenditure, provided the Minister is satisfied that the educational and financial need is justified.

It is the BGA's task to evaluate applications from schools and recommend to the Minister the allocation of Capital Grant funds for distribution



2025 CAPITAL GRANT APPLICATION PROCESS



A Master Plan must be in place or in progress

Complete this presentation and contact the BGA with any questions prior to applying

STAGE 1 NOTICE OF INTENT due. This should include a basic sketch plan with areas.

STAGE 2 INITIAL APPLICATION due

School Visits by a panel of BGA Committee Members



2025 CAPITAL GRANT APPLICATION PROCESS





Australian Government

Quality Schools

Capital Grants Program Guidelines
(Last updated April 2022)

THE CGP GUIDELINES



THE CGP GUIDELINES



About Us

About BGA Grants

General Grant Information

Downloads

Important Dates

General Grant Information

Capital Grants Program (CGP)

This Program is governed by DoE's Capital Grant Program (CGP) Guidelines, which can be downloaded here [click here](#).

The Program's key objective is to provide "funding to assist non-Government primary and secondary school communities to improve capital infrastructure where they otherwise may not have access to sufficient capital resources."

Broadly, this requires the BGA to rank project applications from schools by decreasing levels of educational need and financial need, allocate limited funds to the more needy schools and recommend these allocations for Ministerial approval.

Grant Objectives

Timeline for Grant Applications



WHAT CAN BE FUNDED?

- purchasing land, with or without buildings (or parts of buildings)
- planning for the erection, alteration, extension, demolition or refurbishment of a building or other facility (or part of a building or other facility)
- developing or preparing land for building or other purposes
- erecting, altering, extending, demolishing or refurbishing a building or other facility (or part of a building or other facility)
- installing or upgrading water, electricity or any other services
- providing equipment, including information technology (as part of a broader capital project unless special circumstances exist)
- providing furniture (as part of a broader capital project unless special circumstances exist)
- providing library materials or obtaining services and goods for cataloguing a library (or part of a library) as part of a broader capital project unless special circumstances exist
- any other expenditure prescribed by the Regulation.

SECTION 53 CGP Guidelines 2022



WHAT CANNOT BE FUNDED?

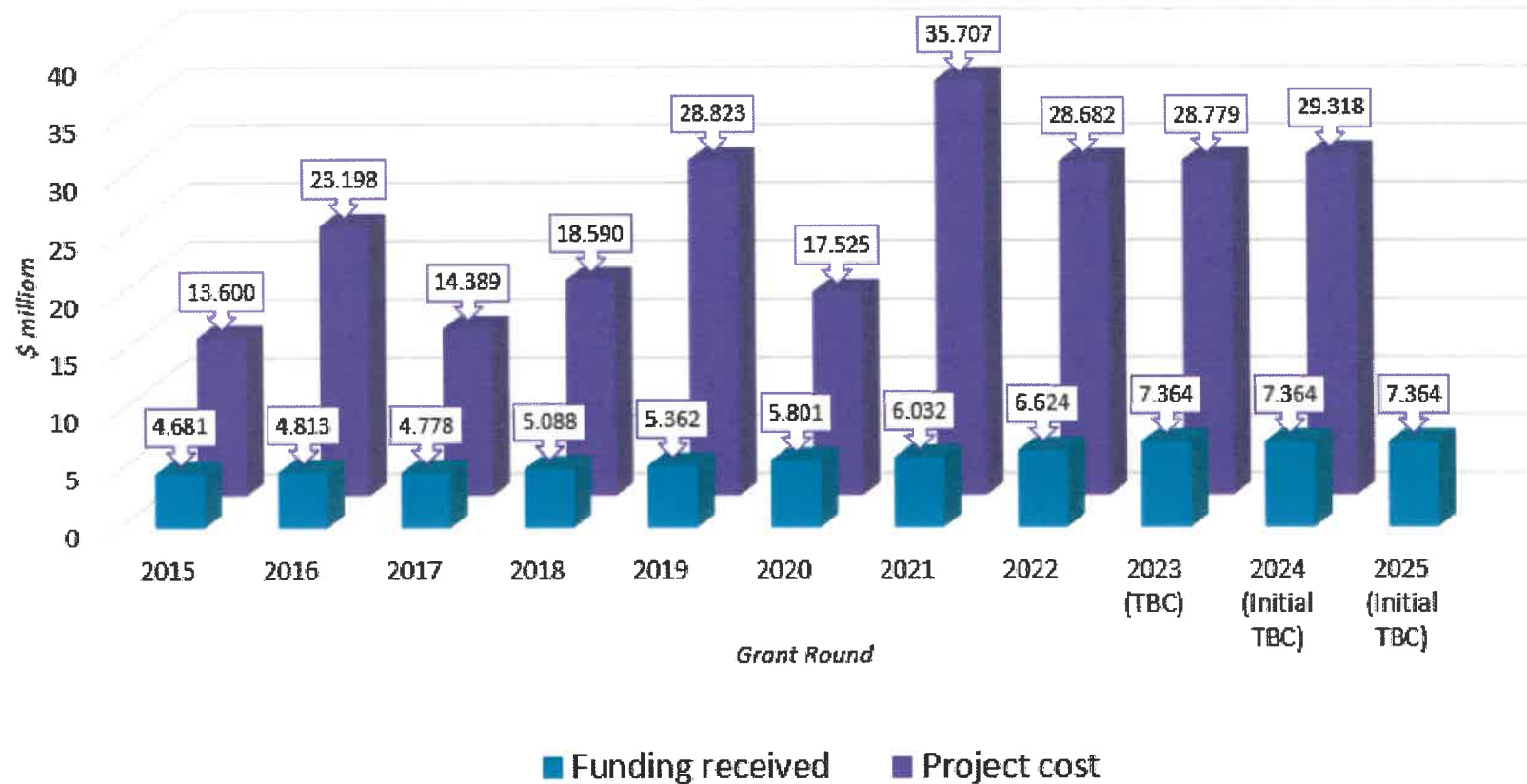
- facilities which have religious worship as a principal purpose
- facilities in a co-educational school where those facilities will not, as far as practicable, be equally available to male and female students at the school
- where retrospective approval is sought (generally after a contractual arrangement to commence the project has been entered into) - This applies to Master Plan Grants and Capital Grants.
- projects proposed to be undertaken solely by parents and friends
- facilities where the majority of the use will be by full fee paying overseas, or other unfunded students attending a 'for profit' section of the school
- facilities that are principally for pre-primary education, i.e. for children below the prescribed state/territory school starting age or where the facility is not in a formal school setting (for example, an Early Learning Centre attached to a school would not be eligible for CGP funding).

SECTION 53 CGP Guidelines 2022

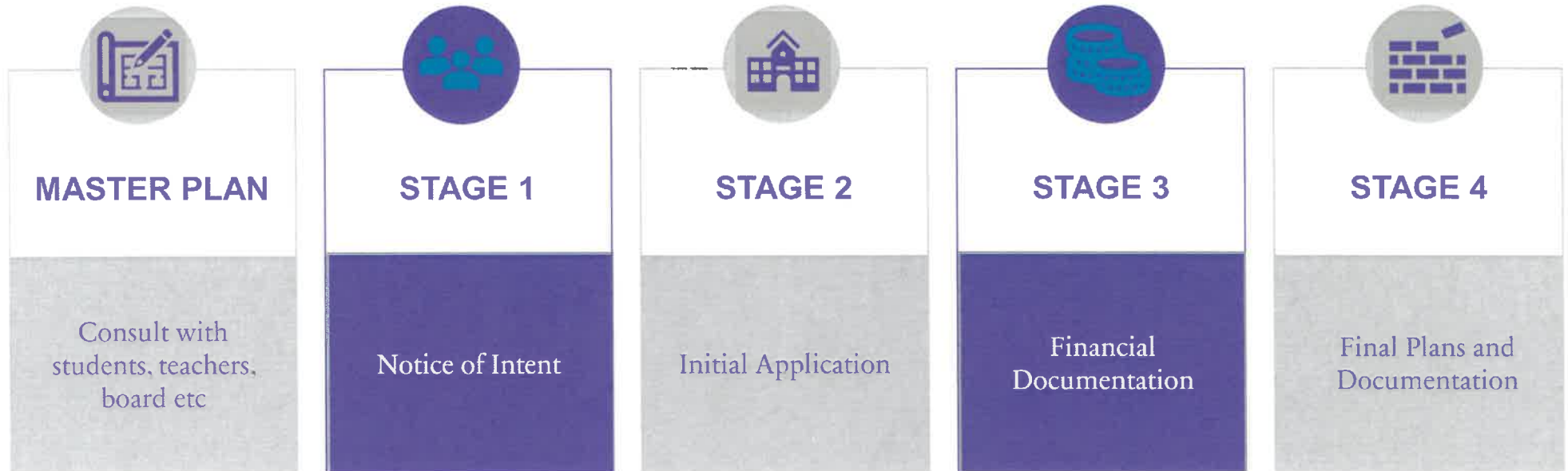


HOW MUCH DO WE GET?

Capital Grant Funding for Approved Projects



MAKE AN APPLICATION



MASTER PLAN



MASTER PLAN

Consult with students, teachers, board etc

Master Plans have been compulsory since Round 2020

Master Plans need to be prepared by a qualified Planner, approved by School Council, and costed (Refer to General Grant Information > Master Plan Grant)

CGP Grants are available for schools to develop Master Plans

Capital Funding can still be applied for if a school is in the process of having a Master Plan prepared

Grants of 50% of cost up to a maximum of \$10k are available, and are considered by the Committee at its February and August meetings

Submission of a Master Plan to the local Council can often expedite future applications for building



MASTER PLAN RESOURCES AVAILABLE



MASTER PLAN

Consult with
students, teachers,
board etc

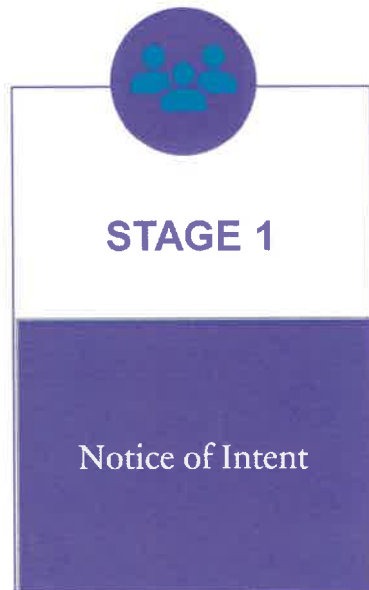
- Master Planning information available on the BGA Website.
 - The following documents are available to download
 - Mandatory Master Plans
 - Master Plan Grants
 - Application Information Sheet
 - Application Form
- The Association for Learning Environments – The Mayfield Project
 - Introducing: The Authentic Engagement Toolkit
 - Conversation starter re planning
 - Caters for different focus groups

<https://learningenvironments.org.au/mayfield-2023-authentic-engagement/authentic-engagement-toolkit/>



STAGE 1

NOTICE OF INTENT



- The expectation is to receive basic details of a project – we do not expect FINAL PLANS.
- Is it part of a Master Plan, if yes provide a copy.
- Consider the size of the project.
- If the total project cost is \$20m, please understand that a grant will “barely scratch the surface”
- Who owns the school property?
- If leased, who is it leased from and how long is the lease?
- Schools are advised early December to proceed to Stage 2.



STAGE 2

INITIAL APPLICATION



STAGE 2

Initial Application

- Complete 9 worksheets – Stage 2.1 to 2.9.
- Project details – description of the project
- Enrolment data – past, present and future projections
- Existing facilities
- Proposed Project – at standard cost
- Proposed Project – based on QS
- Project Funding
- Capex Budget - previous year actual, current year budget and 4 years forecasted
- Financial Forecast - previous year actual, current year budget and 4 years forecasted
- School Visits by panel during March.



WHAT HAPPENS NEXT

STAGE 3 & 4



STAGE 3

Financial
Documentation




STAGE 4

Final Plans and
Documentation

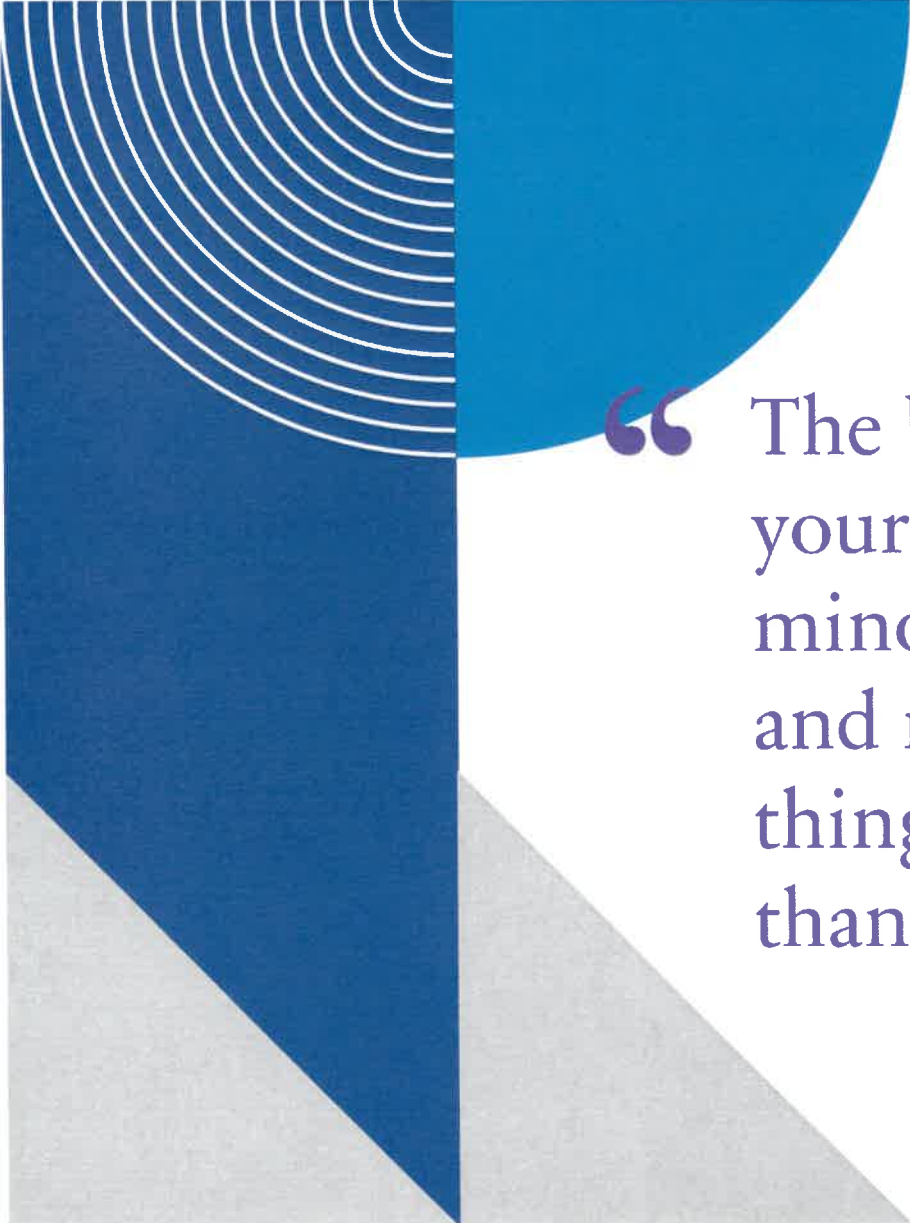
- Audited Financials are required for the Finance Group to consider financial need.
- Indicative grant offers are made mid to late May
- Stage 4 is due in July and final plans and documentation is required at this point.
- Recommendations are made at the end of September.





“ We understand that some changes need to be made along the way and we try to be flexible however, **no major changes** are allowed after the close of stage 4. ”





“ The best investment is to make sure your design is right by stage 2/3, sure minor tweaks happen, but it is easier and more cost effective to change things at the beginning of process than when you reach stage 4! ”





SO YOU WANT TO APPLY? ²¹

- Considerations are
 - What is the **NEXT** priority in your Master Plan.
 - Apply for the **MINIMUM VIABLE PROJECT** – consider staging a project where possible.
 - The BGA rarely funds a project for a school with a DMI over 100. You are welcome to submit a Notice of Intent however it is highly unlikely that your project will be considered for a grant.
 - **ONE PROJECT** per application – Given the amount of funds to allocate, applications will only be considered for one project per school in a round.



REGISTER AS A WEBSITE USER

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Registration

To register with the BGA, please [CLICK HERE](#) or contact the office:

Email: bga@ais.sa.edu.au

Telephone: 08 8179 1400

Next step register as a user of the BGA website at www.saisbga.org.au

From the Home Page scroll down to the Registration box (pictured left) and follow the prompts.

Your access will be approved as soon as possible. This will give you access to all aspects of the BGA website.

If you experience any issues, please call the BGA office.



COMMON APPLICATION MISTAKES



POOR PROJECT PLANNING



ENROLMENT PROJECTIONS



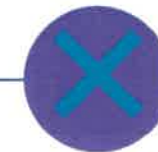
NOT GIVING YOURSELF ENOUGH TIME



INACCURATE BUDGETING



POOR PRESENTATION



COMMON ERRORS



The project must satisfy the objectives of the Program, which are to:

- provide funding to assist non-Government primary and secondary school communities to improve capital infrastructure where they otherwise may not have access to sufficient capital resources
- provide and improve school CAPITAL infrastructure, particularly for the most educationally disadvantaged students
- ensure attention to refurbishment and upgrading of capital infrastructure for existing students, while making provision for needs arising from new demographic and student enrolment trends



POOR PROJECT PLANNING



The project must demonstrate that **appropriate consideration** have been given to each aspect of the project.
Factors such as:

- Construction costs – are they too high; do they represent value for money?
- Construction materials – pre fabricated v's bricks and mortar;
- Staging – can it be staged
- Council approval – will this be a problem?
- Alignment with School Master Plan – does this fit with the long-term plans?
- Project prioritization – GLAs or Technology hub v a Nature Play area, Carpark



POOR PROJECT PLANNING



The Capital Grant Program has only **limited funds** to recommend for projects and the Program **is competitive**.

- Schools with similar DMI level will apply
- The grant application needs to be reasonable in terms of the grant amount requested.
- Excessive grant requests (beyond the scope the BGA can recommend)
- The risks will be assessed by the Committee when reviewing your project.



POOR PROJECT PLANNING



Are you ready?

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- Demonstrate that the school personnel (or advisors) have the skills and resources to implement the project and will be “ready to go”.
- you need a clearly set out a practical plan to implement your project.
- Identify the qualifications of the team who will be managing this project. It is useful to include not only internal personnel, but it is expected that the school would use professional advice (architects, quantity surveyors etc) to assist them plan their project.



POOR PROJECT PLANNING



Enrolment projections should be realistic

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- Justify the project in light of the school's existing and future enrolments – the Committee may recommend deferring a project (that is, re apply in the next round) to determine if the projected enrolments are realised before recommending a grant.
- The CGP can only fund projects for primary and secondary students.



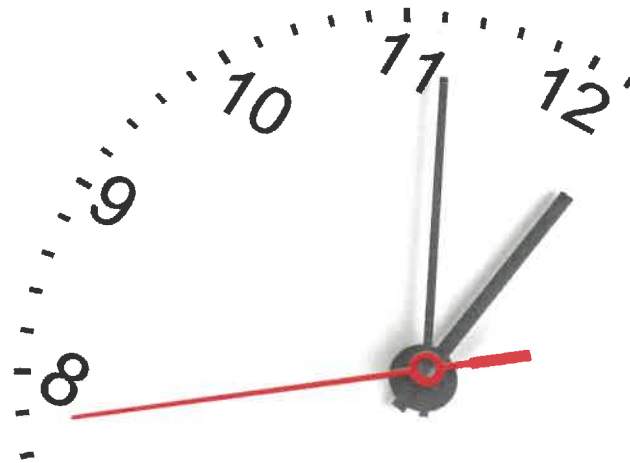
**ENROLMENT
PROJECTIONS**



Allow time

The application process is lengthy and requires input from different sources. Allow time to:

- Consult with the school community – board, staff, student's parents etc
- Complete the application in full – check each section make sure all projections are completed
- Upload all required documents for each stage



**NOT GIVING YOURSELF
ENOUGH TIME**



A CGP grant will **NOT** cover the complete cost of the project. More often than not, your school will have to fund the majority of the costs, therefore:

- How will you source these funds?
- Be honest about your funds and make accurate and realistic calculations.
- Do not inflate project costs (and make savings later) as savings will reduce the size of the grant.
- You cannot ask for additional funds later because you didn't use accurate costing at the start.



INACCURATE BUDGETING



What may happen:

- What could preclude the BGA Committee from recommending a grant to the Commonwealth
 - Some schools may show large profits that indicates the school could fund its own project
 - Some schools may show large losses indicating they would be insolvent in 12-24 months
- Make sure the budget details and data entry is accurate.
- The Committee can only make a determination based on the data presented



INACCURATE BUDGETING



Take care with your application:

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- Pay close attention to detail
- In the text boxes, please provide only the required information and write in an economical style – bullet points are acceptable.
- Do not leave information out! If not applicable show n/a
- Ask a colleague to check the application before submission



POOR PRESENTATION



IMPORTANT REMINDERS

- Ensure that your project reflects the CGP capacity and the school's financial situation.
- Have you consulted with ALL of the stakeholders?
- Is it part of a Master Plan?
- Is it the next Priority?
- Consider the size of the project.
- Have you completed all relevant sections?
- The BGA rarely funds more than 60% of the total project cost – Capital Grants are more likely to be around 10 to 40%
- If leased, do you have a lease that extends for at least the Designated Use Period of the project which is dependent on the size of the grant?



THANK YOU

If you have any questions, please do not hesitate to contact us. The BGA Office is attended from Tuesday to Thursday each week.

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Monthly Expenditure Reports, Tender documents,
General Enquires and to contact the BGA Chairperson

E: bga@ais.sa.edu.au

BGA SA Independent Schools
Block Grant Authority

