
CAPITAL GRANT PROGRAM
APPLICATION HELP NOTES
2023 for 2025

Contents

Introduction.....	3
What year should you apply?	3
Important Dates for 2025 Capital Grant Program Funding Applications	3
Tips for Completing the Application.....	5
Index Worksheet	6
Navigating the Application	6
Application Stage by Stage	7
Stage 1 NOTICE OF INTENT – opens early September – applications close Thursday 30 November 2023.	7
Stage 1.1 Application School/Campus Detail	7
Stage 1.2 Project Details.....	9
Have you completed Stage 1?	12
Stage 2 INITIAL APPLICATION to be lodged by Thursday 1 February 2024.....	13
Stage 2.1 Initial Application.....	13
Stage 2.2 Enrolments.....	14
Stage 2.3 Enrolment Summary.....	15
Stage 2.4 Existing Facilities & Future Facilities.....	16
Stage 2.5 Std Proposed Project	17
Stage 2.5 QS Proposed Project.....	19
Stage 2.6 Project Funding.....	21
Stage 2.7 Area Summary	22
Stage 2.8 Capex Budget.....	22
Stage 2.9 Financial Forecast	23
Have you completed Stage 2?	23
Site Visit by BGA Panel	24
Stage 3 Financial Information – to be lodged by Thursday 11 April 2024.....	25
Stage 3.1 Project & Financial Information.....	25
Stage 3.2 Debt Profile.....	27
Stage 3.3 Debt Details	28
Stage 3.4 Other Balance Sheet Details	29
Stage 3.5 Enrolment and Summary Ratios	29
Have you finished Stage 3?.....	30
Stage 4 Final Documentation – to be lodged by Thursday 11 July 2024.....	31
Stage 4.1 Update of Proposed Project Schedule and Funding.....	31
Stage 4.2 Final Documentation	32
Have you finished Stage 4?.....	33
What happens next?.....	34
Appendix 1 – Facility ID Codes & Standard Costs.....	35
Appendix 2 – Eligibility Criteria.....	37
Appendix 3 – School Visit Considerations	38

Document updated annually

First edition - created October 2021 for 2023 Round

Updated edition - July 2022 for 2024 Round

Updated edition – June 2023 for 2025 Round

Introduction

This document will assist with completion of an application for Australian Government Capital Grant Funding. If you have any questions that cannot be answered using this document, please contact the SAIS BGA office on 08 8179 1421 or 08 8179 1437.

What year should you apply?

Each year's round of funding in the Australian Government Capital Grants Program is available for capital projects that are to be built in the following year for expected enrolments and/or educational program needs to be commenced after the project is completed.

- Notice of Intent in 2023 to apply for a grant in 2025
- Initial Application in 2024 for a grant in 2025
- Construct or Refurbish in 2025
- Occupancy in 2026

These are the expectations for project completion however certain site constraints or unexpected delays could affect timelines of which the BGA must be advised.

The BGA MUST be informed of any delays to the proposed project commencement date, which must occur in the year that the project funding was approved for. The CGP Guidelines state that it is a requirement that when funds are approved for payment, in a particular program year, the BGA needs to ensure that schools enter a legally binding commitment to proceed with those projects, for example, signing a building contract by the end of that year.

The guideline further states that if a school cannot make a commitment to commence the project by the end of the program year, the BGA should seek the department's approval to reallocate the funds to other projects which have commenced, or can commence, before the end of the year. In exceptional circumstances, the department may consider approval for a later commitment date.

If a school does not expect this project to commence in the year that it was funded, an explanation must be supplied to the BGA regarding the delay of the project and a new possible start date. The explanation received will be submitted to the Commonwealth to seek their approval of a new commencement date in the following year. The explanation must express **exceptional circumstances** to the Commonwealth as there is a risk that the allocated grant funds for a project may be allocated to other schools if an extension is not granted.

Important Dates for 2025 Capital Grant Program Funding Applications

<i>Thursday, 31 August 2023</i>	BGA Presentation for Schools considering an application for a Round 2025 Capital Grant– uploaded to website.
<i>Thursday, 31 August 2023</i>	Opening date for Stage 1 Notice of Intent for Round 2025 Capital Grants NB Schools have three (3) months to prepare their application.
<i>Thursday, 30 November 2023</i>	Closing date for Stage 1 Notice of Intent for Round 2025 Capital Grants
<i>Wednesday, 6 December 2023</i>	Applications Open for Stage 2 Initial Application for Round 2025 Capital Grants
<i>18 December 2023 – 1 January 2024 inclusive</i>	BGA & AISSA Office closed

<i>Thursday, 1 February 2024</i>	Closing date for Stage 2 Initial Application for Round 2025 Capital Grants
<i>Monday, 19 February – Friday 22 March 2024</i>	Proposed dates for school visits by the BGA Panel to evaluate Stage 2 Initial Applications
<i>Thursday, 28 March 2024</i>	Applications Open for Stage 3 Financial Documentation for Round 2025 Capital Grants.
<i>Thursday, 11 April 2024 (End of Term 1)</i>	Closing date for Stage 3 Financial Documentation for Round 2025 Capital Grants.
<i>Between Thursday, 23 – 28 May 2024</i>	Schools advised of indicative grants * <i>see below</i> Applications Open for Stage 4 Final Documentation for Round 2025 Capital Grants.
<i>Thursday, 11 July 2024 (Mid School Holidays)</i>	Closing date for Stage 4 Final Documentation Round 2025 Capital Grants.
<i>Thursday 26 September 2024</i>	BGA submits recommended Capital Grants for 2025 to DESE for approval.
	The Minister will advise schools if the grant application has been successful.
<i>After official Approval</i>	Schedule 2 which forms an addendum to the Participation Agreement previously signed and copies held by the School and BGA will be forwarded to the school for execution.

PLEASE NOTE that until the Minister advises approval of a Capital Grant the following must be adhered to:

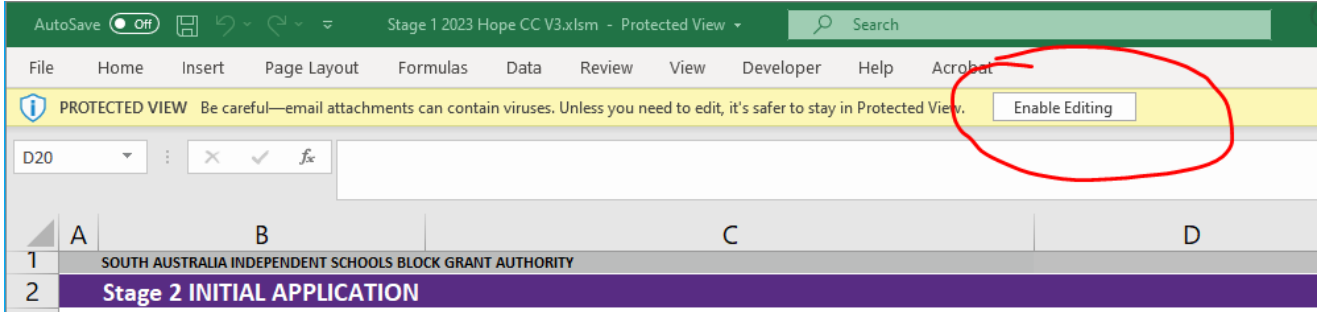
- Advice of a proposed grant CAN NOT be publicised to the school community or any external agency prior to the Minister’s approval *
- The tender process can be undertaken prior to the approval; however this is done at the school’s own risk.
- Schedule 2 must be signed and returned to the BGA before or with the Tender Documentation.
- Tender Documentation MUST be submitted to the BGA for approval PRIOR to signing a contract with a builder.



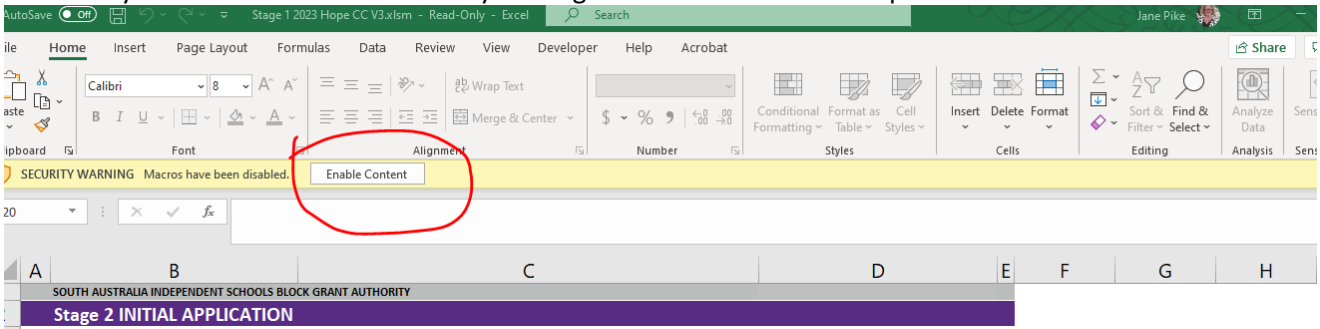
Tips for Completing the Application

The Workbook is a MACRO enabled Excel document. If you save the document in any other format the functionality of the file may be compromised. It is suggested that it is best saved and accessed on a computer that is running Microsoft Windows to reduce the possibility of data input problems.

BEFORE entering data and each time you **OPEN the Workbook**, please ensure that you **ENABLE EDITING** by clicking the button at the top of the screen:



And then you must **ENABLE CONTENT** by clicking the next button at the top of the screen:



Cell formats and their descriptions:

Cell Formats	Description
	Input Cell – Free Text
	Input Cell – Drop Down Box
	Calculation Cell (Locked)
	Output Cell (Locked)
	Navigation Button
	Upload Button (available on the INDEX Worksheet only)
	Prefilled Cells (Locked)
	Link to specific sections of other workbooks

Index Worksheet

The INDEX worksheet lists the steps for each Stage and part there-of. Each worksheet has a navigation button that will take you to the top of a page or back to the Index where selections can be made.

When each stage is ready to Upload, this can be instigated from the INDEX page from a link to the BGA website for uploading.

Index Page sample

SOUTH AUSTRALIA INDEPENDENT SCHOOLS BLOCK GRANT AUTHORITY
Round 2024 SAIS BGA Application for Capital Funding

Application Help Notes [HELP NOTES](#)

STAGE 1 - NOTICE OF INTENT

1.1	School/Campus Details	STAGE 1.1
1.2	Project Summary	STAGE 1.2

STAGE 1 COMPLETED Upload via the BGA website [UPLOAD](#)
Go to **MAKE AN APPLICATION** and select Stage 1
Please save the worksheet using the following format **SCHOOL NAME Stage 1.xlsx**

STAGE 2 - INITIAL APPLICATION

2.1	Project Details	STAGE 2.1
2.2	Enrolments	STAGE 2.2
2.3	Enrolment Summary	STAGE 2.3
2.4	Existing & Future Facilities	STAGE 2.4
2.5	Proposed Project	STAGE 2.5

Navigating the Application

To move between workbooks either use the INDEX tab or a Navigation Button to return to the INDEX where a selection can be made or use the WORKSHEET TAB if you know which WORKSHEET you need to access.

Workbook tabs

[INDEX](#) [Stage 1.1](#) [Stage 1.2](#) [Stage 2.1](#) [Stage 2.2](#) [Stage 2.3](#) [Stage 2.4](#) [Stage 2.5-P1](#)

Navigation Buttons

SOUTH AUSTRALIA INDEPENDENT SCHOOLS BLOCK GRANT AUTHORITY
Stage 1 NOTICE OF INTENT

School Name
AGEID

1.2 Project Details - Project 1

[INDEX](#) [HELP NOTES](#)

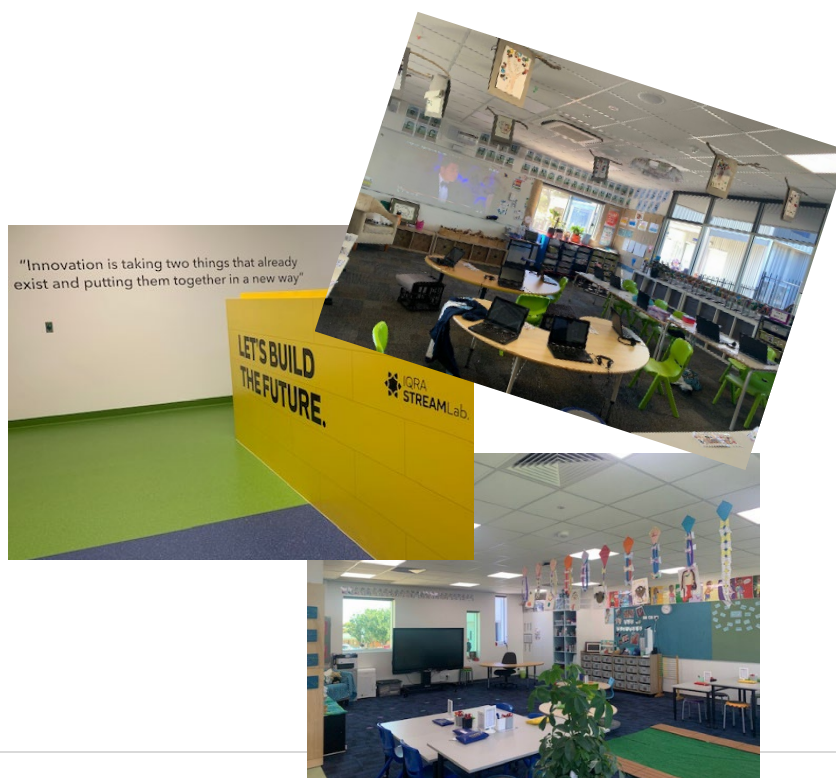
Application Stage by Stage

Stage 1 NOTICE OF INTENT – opens early September – applications close Thursday 30 November 2023.

There are two worksheets that are required to be completed to submit a Notice of Intent to apply for a Capital Grant in 2025. From 2023 onwards the Seminar, previously conducted by Zoom or in person, has been replaced with an audio video presentation entitled **Capital Grant Program Application Information** which will be updated each year and loaded onto the BGA website. After the presentation is made available at the end of August, schools can undertake the presentation in their own time and then download the Stage 1 Initial Application worksheet for completion. The school has nearly 3 months to consider an application for a project, so it is important that schools consult with their school community (board, staff, students) regarding submission of a project. Stage 1.1 contains details about the school/campus and Stage 1.2 requires details about the proposed project(s). These are the **GOLD Tabs** in the Workbook.

Stage 1.1 Application School/Campus Detail

- A) **School Information** - Information requested must be relative to the site that is applying for Capital Grant.
- B) **Main Contact Information for Project** - Contact details for the person responsible and therefore the main contact for the project. This may be a school Administration office or main campus.
- C) **School Type** - Select all options that apply for the school/campus that the project is relating to.
- D) **The Direct Measure of Income (DMI)** score. If your school has a DMI of 101 or more, it is highly unlikely that you will not be considered for a grant however, you are welcome to apply in case only a limited number of applications are received.
- E) **Property Ownership/Leasing Arrangements** - It is a funding requirement that a leased property has a current lease that entitles the Approved Authority of the school occupancy for at least the number of years calculated as the Designated Use period (DUP) from the proposed project completion date based on the amount of the grant approved. Refer [Procedural Guideline – Designated Use Period – Contingent Liability](#).
- F) **Master Plan** – a school/campus must have a Master Plan or be in the process of preparing a Master Plan for Capital Funding.
- G) **General Questions** – various questions relating to insurance, registration, schools Facilities Management Plan etc.



H) **NCCD Students** – this section requires the school to provide the number of funded students at each level of adjustment. The Number for *Quality differentiated teaching practice (QDTP)* are not required.

	Support provided within quality differentiated teaching practice	Supplementary adjustments
Level of adjustment descriptors	<p>Students with disability are supported through active monitoring and adjustments that are not greater than those used to meet the needs of diverse learners. These adjustments are provided through usual school processes, without drawing on additional resources, and by meeting proficient-level Teaching Standards (AITSL).</p> <p>Adjustments are made infrequently as occasional action, or frequently as low level action such as monitoring. These adjustments may include:</p> <ul style="list-style-type: none"> • explicit, minor adjustments, including targeted or differentiated teaching, assessments or activities • specific and relevant teaching strategies to support targeted areas of communication • active monitoring and supervision, meeting health, personal care and safety requirements through usual school processes • enabling access to learning through usual school processes (e.g. through a differentiated approach to teaching and learning) and existing facilities (e.g. existing modifications to buildings and learning environments). <p>Students with a medical condition whose learning and support needs are met through usual processes (e.g. whole-school professional learning) and active monitoring by school staff are included in this category. These students may have a plan in place to support monitoring of their condition. Their identified needs would be subject to close monitoring and review.</p>	<p>Students with disability are provided with adjustments that are supplementary to the strategies and resources already available for all students within the school.</p> <p>Adjustments occur for particular activities at specific times throughout the week and may include:</p> <ul style="list-style-type: none"> • adapted and additional instruction in some or many learning areas or specific activities • personalised and explicit instruction to support one or more areas of communication • planned health, personal care and/or safety support, in addition to active monitoring and supervision • adjustments to enable access to learning may include: <ul style="list-style-type: none"> - specialised technology - support or close supervision to enable participation in activities or the playground. - modifications or support to ensure full access to buildings and facilities.

Substantial adjustments	Extensive adjustments
<p>Students with disability who have more substantial support needs are provided with essential adjustments and considerable adult assistance.</p> <p>Adjustments to the usual educational program occur at most times on most days and may include:</p> <ul style="list-style-type: none"> • additional support or individualised instruction in a highly structured manner, including adjustments to most courses, curriculum areas, activities and assessments • personalised and explicit instruction to support one or more areas of communication • planned health, personal care and/or safety support or intervention, in addition to active monitoring and supervision • adjustments to enable access to learning may include: <ul style="list-style-type: none"> - specialised equipment - specific planning for access to activities or facilities - closely monitored playground supervision - modification to school environments, such as buildings and facilities - environmental adjustments to support participation in learning - provision of specialist advice on a regular basis - support from specialist staff. 	<p>Students with disability and very high support needs are provided with extensive targeted measures and sustained levels of intensive support. These adjustments are highly individualised, comprehensive and ongoing.</p> <p>Adjustments to the regular educational program occur at all times and may include:</p> <ul style="list-style-type: none"> • intensive, individualised instruction or support in a highly structured or specialised manner for all courses and curricula, activities and assessments • intensive, individualised instruction to support multiple areas of communication • planned, highly specialised and/or intensive health, personal care and/or safety support or intervention • enabling access to learning through: <ul style="list-style-type: none"> - specialised equipment - highly modified classroom and/or school environments - extensive support from specialist staff.

Stage 1.2 Project Details

This section of the application asks the school to identify the project they wish to apply for and provide a brief description of the project.

The BGA will only consider recommending ONE project per school per round. Please ensure that the project submitted is the school's next **priority** as per the Master Plan.

- A) **Brief description of Proposed Project** - In this section we require a summary of the project. This is 'the what' of the application not 'the how, when or why'. A full description with reasons for the capital works are required at a later stage.

The first column allows you to select a KEYWORD describing the type of work that is required on this project from the Pull-Down Menu. There may be more than one type of work involved, for example, a project may be refurbishment of existing building with some construction. Please utilise up to four boxes to include the types of work that the project may include.

In the second column include only a brief description of the project/s as per the example below. Do not include demolition, siteworks, furniture, equipment or professional fees in the project description as this will be added in the next table. Type a maximum of 1 or 2 lines.

Refurbishment	of existing building into food and hospitality area, consisting of senior and junior kitchens, cool room, freezer room, storm washup area, tutorial room, teachers' office and toilets
Construction	of an outdoor learning area.

- B) **Please indicate if any of the following is application to the project.** - Identify any additional requirements of the project by answering Yes, No or Unsure using the "pull-down" choices. If demolition is part of your project and it requires an earlier timeline than construction, you could consider excluding this expense from your capital grant application.

B) Indicate if any of the following is applicable to the project

Demolition:	Select from list
Siteworks:	Select from list
Furniture:	Yes
Equipment:	Yes
Professional Fees:	Yes
Air-Conditioning	Unsure

- C) **Provide details of proposed project and location** - The Project Location and AGEID will automatically fill as per the Stage 1.1 worksheet. Using the drop-down lists, select the appropriate answers as required.

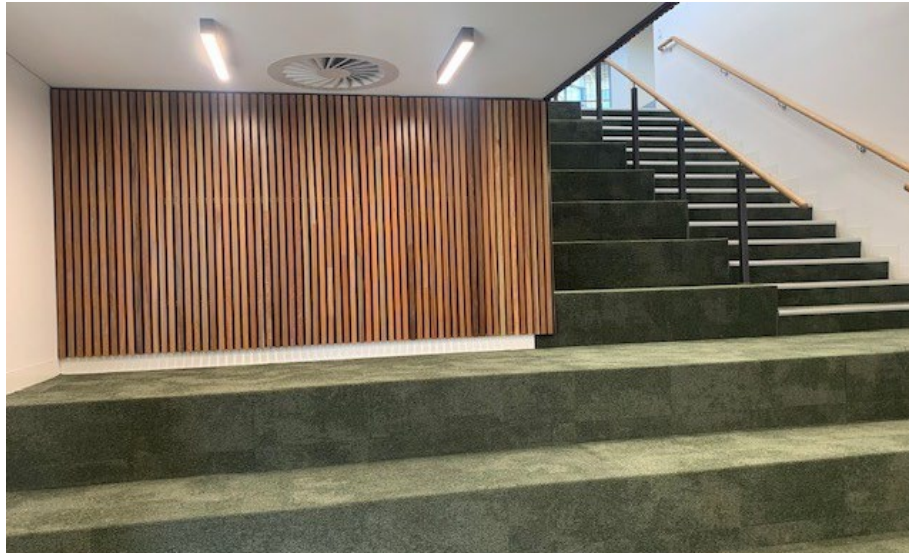
C) Provide Details of Proposed Project & Location

Project Location:	UNLEY
AGEID:	666
Will the project impact on previous projects funded by the BGA (Capital, BER, TTC etc):	No
Will it affect the national estate value of a place in the Register of the National Estate:	No

D) **Facilities are for (select all that apply - Using the drop-down lists answer Yes or No to each question. Please note Capital Grant funding is not available for ELC's.**

D) Facilities are for (select all that apply)

ELC:	
Primary R-6:	
Junior Secondary 7-9:	Yes
Senior Secondary 10-12:	Yes
Combined:	
2024 Enrolments:	



E) **Proposed construction schedule** – please show an approximate commencement date and finish date in the format “dd/mm/yyyy”. The commencement date must be in the program year in which the Commonwealth has approved the funding for. Refer extract below from the guidelines.

E) Proposed Construction Schedule

Construction to commence:	1/01/2023
Construction to finish:	1/06/2023

Extract from [Capital Grant Program Guidelines](#)

Commitment to commence a project

108. When funds are approved for payment in a particular program year, the BGA should ensure that the relevant schools enter into legally binding commitments to proceed with those projects (e.g. signing a building contract) by the end of that year or such later date as the department approves.

109. If a school cannot make a commitment to commence the project by the end of the program year, the BGA should seek the department’s approval to reallocate the funds to other projects which have commenced, or can commence, before the end of the year. In exceptional circumstances, the department may consider approval for a later commitment date.

110. If the BGA is unable to reallocate the funds in this way, the BGA should advise the department in writing.

111. Schools seeking CGP funding should not commit themselves to proceed with a project (e.g. by signing a contract) prior to being advised by their BGA that the department has approved the project. Grants will not be approved where a commitment has already been made to proceed with the project. Subject to the BGA's agreement, schools may proceed to prepare working drawings and to call tenders prior to project approval, but the Commonwealth does not accept liability for the costs of doing so in the event the project is not approved.

- F) **Estimated Costing** - Please enter estimated cost for the project in whole dollars only. When considering the "Proposed BGA Contribution" please note the following. The SAIS BGA:
- will not recommend a grant over \$1,250,000
 - will rarely allocate a grant of more than 60% of the total cost of the project. The range of grants generally provided are between 10 to 40%. This is subject to the number of applications from schools, educational need, financial need and the total funding received from the Commonwealth.
 - receives funding of approximately ~\$6m annually to divide amongst applications for projects received which can range between 15-25 projects.

F) Estimated Costing

Please show ESTIMATED costing for the project. Whole dollars only.

Construction Cost: (Include demolition, siteworks etc)	\$0
Refurbishment Cost:	\$1,170,000
Estimated Furniture & Equipment Cost:	\$180,000
Professional Fees:	\$150,000
Air-Conditioning:	\$0
Other Costs:	\$30,000
ESTIMATED TOTAL PROJECT COST	\$1,530,000
PROPOSED BGA CONTRIBUTION	\$999,000
Percentage of Project Cost	65 %
PROPOSED SCHOOL CONTRIBUTION	\$531,000
Percentage of Project Cost	35 %

- G) **Justification** - This is an important section of your application which is an explanation and rationale for the facilities for which you are applying. For those who are involved in the assessment of your application, this section provides a significant level of understanding of your school's education need and your proposal for the facilities that will address that need.

1.2 Project Details - Project 1

G) Justification

Education need for eligible projects can extend from one or more of the following reasons. Please select "Yes" in the drop down menu to indicated the primary justification for your proposed project:

1. School growth leading to need for additional (new) facilities	Yes
2. Curriculum or syllabus change requiring different physical facilities	
3. Curriculum expansion resulting from strategic decision making and/or student demand leading to need for different or additional facilities	Yes
4. Facilities reaching end of life - that is, are no longer fit for purpose	Yes
5. Facilities no longer fit for purpose but not at end of life	
6. Pedagogical change within the school leading to a need for different and/or additional facilities	Yes
7. Changes in student characteristics leading to required changes in curriculum	
8. Well-informed changes in community expectations about facility standards, characteristics and physical environments.	

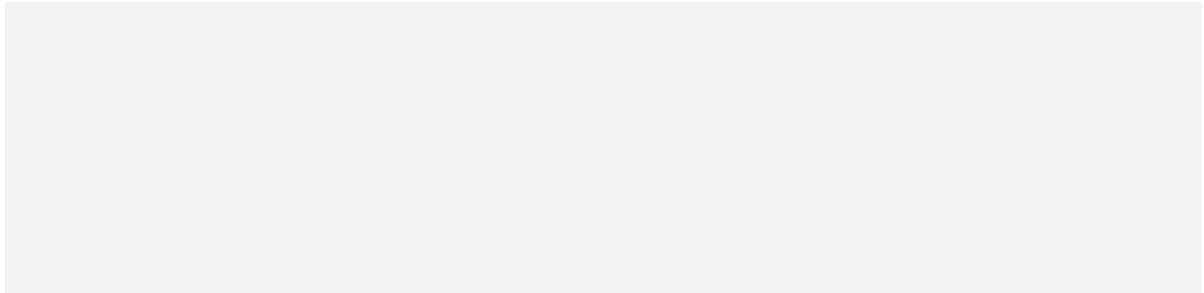
Schools are required to identify one or more of the following expected outcomes:

a) providing a better learning environment	Yes
b) addressing and area of particular educational disadvantage	Yes
c) responding to new demographic or enrolment trends	Yes
d) supporting quality teaching	Yes
e) supporting parental and community engagement	
f) supporting safety for the school community	
g) supporting the curriculum	Yes
h) supporting educational opportunities for indigenous students	
i) supporting educational opportunities for students with special learning needs	

There is provision at the end of this section to include a BRIEF rationale for the facilities for which you are applying. To assist you to write the justification, the following topics should be used as a reference:

- Current situation that has prompted the need for the requested facilities;
- The educational need that has determined the proposed design, room sizes, usage and educational disadvantage that the project will address.
- Any specific site issues that must be considered;
- If appropriate, use of old facilities that the new one may replace; and
- Other issues specific to your project.

Please detail your justification in the area below. To assist you to write the justification please consult the Help Notes.



Have you completed Stage 1?

Steps:

1. Consult with your community.
2. Does the application follow your master plan?
3. Please make sure you have completed all sections of Stage 1.1 and Stage1.2 as per the **GOLD TABS** in worksheet.
4. Save a copy of the Workbook on your system with the file name “*Schoolname Stage 1.xlsm*”
5. Upload a copy of the document via the website at [Stage 1 Notice of Intent](#)
6. **Lutheran Schools only** – your applications will be forwarded to the Lutheran Office by the BGA for their assessment.
7. If basic plans are available at this stage, please provide a copy with the application.
8. After the assessment of this Stage 1, you will be advised by the BGA if you can proceed to Stage 2 Initial Application.

Stage 2 INITIAL APPLICATION to be lodged by Thursday 1 February 2024

Using the spreadsheet returned to you by the BGA that you submitted for Stage 1 NOTICE OF INTENT, begin the process of completing the steps for Stage 2 which comprises nine (9) spreadsheets for collecting information about:

- Stage 2.1 Project Details
- Stage 2.2 & 2.3 enrolments,
- Stage 2.4 existing facilities,
- Stage 2.5 Std proposed project at standard costs
- Stage 2.5 QS proposed project as per cost estimate by Quantity Surveyor (QS) **NB - a QS is mandatory for Stage 3.**
- Stage 2.6 project financing
- Stage 2.7 area summary, and
- Stage 2.8 & 2.9 your Capex budget and financial forecast.

These are the **PURPLE Tabs** in the Workbook. Part of these spreadsheets, and in some cases the whole worksheet, will perform automatic calculations.

When submitting the Workbook via the website you are also required to submit the following:

Site Diagram – Please PDF a diagram of the school site showing all existing and proposed facilities preferably A3 size. Please shade and code the diagram to show current, projected and other planned future facilities; and label the rooms; and show square metre areas. Ideally this should be a copy of the master plan for the school's facilities.

Sketch Plans – Please PDF sketch plans that give a good idea of the design and size of the project. Where possible include plans and external perspectives with dimensions. **A sketch plan is mandatory at this stage.**

Quantity Surveyors report – OPTIONAL - Please include a copy of this report, if one has been obtained. It is not a mandatory requirement for Stage 2 however if a school has based calculations on a QS or Quotation please submit a copy with the Stage 2 application. A QS will be requested as part Stage 3.

Stage 2.1 Initial Application

The school may only submit one project per funding round so please ensure that you believe the project you are submitting is the schools PRIORITY project.

A) Update the brief description of Proposed Project

To update this section use the Navigation Button to return to Stage 1.2 to update/fine tune the project description.

A) Update the brief description of Proposed Project. Please refer to the Help Notes for an example "Project Description".

Update the project description via Stage 1.2

STAGE 1.2

Brief Description of project
(from Stage 1.2 Project 1)

Refurbishment of existing building into food and hospitality area, consisting of senior and junior kitchens, cool room, freezer room, storm washup area, tutorial room, teachers' office and toilets
Construction of an outdoor learning area.

B) Select the Facility Types that best describe the project. Select all that are appropriate.

A) Select the Facility Types that best describe the project (more than one can be selected)

General Learning Areas includes: Classrooms	
Multi Purpose Hall includes: Classrooms	
Library includes: Classrooms	
Subject specific includes: Science language, performing arts, technology, IT	
Administration includes: Sick bay, meeting rooms, staff room	
Vocational Teaching to Certificate Level	
COLA permanent covered outdoor learning area	
Boarding includes: Dormitory, kitchen, live-in staff accommodation	
Special Needs includes: disability focus, for example lift, ramp	
Grounds includes: shade, car park, bus bay, playground	
Security includes: fencing, lighting:	
Ancillary includes: amenities (toilets), pedestrian walkways, storage	
Asbestos removal includes any additional costs/structural issues due to the presence of asbestos	
Other (enter is space provided)	

C) Facilities are for which year level for this project. Select all that are appropriate.

C) Facilities are for which year Levels?

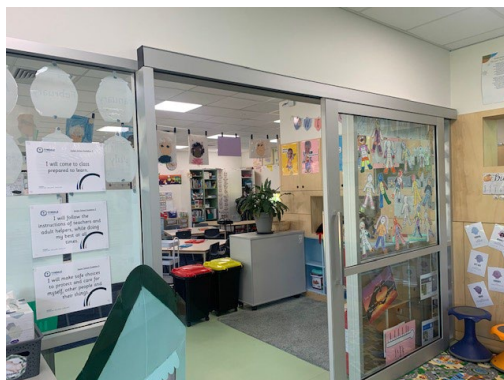
Please state what year levels the improved facilities would support? E.g Years R-5, Years 11-12 etc Years 8 - 10

Stage 2.2 Enrolments

This sheet requires details of past, current and projected enrolments at the school.

A) **School enrolment figures** - input the number of students and streams for each year level for the years shown. The total will be calculated automatically. If applicable, please show in the relevant columns Boarders (included in your enrolment data) and Full Fee-Paying Overseas Students (FFPOS) students (not included in your enrolment data).

2.2 Enrolment Information																
INDEX		HELP NOTES		STAGE 2.3		STAGE 3.5										
A) School enrolment figures - enter data in this table																
Year	Rec	1	2	3	4	5	6	7	8	9	10	11	12	Boarding	FFPOS	R-12
2020 FTE								116.0	157.0	178.0	134.0	154.0	154.0			893.0
(Census) Streams								5.0	7.0	7.0	6.0	6.0	6.0			37.0
2021 FTE								116.0	170.0	163.0	194.0	149.0	154.8			946.8
(Census) Streams								6.0	7.0	7.0	8.0	6.0	6.0			40.0
2022 FTE								135.0	175.0	169.0	164.0	189.8	146.0			978.8
(Census) Streams								6.0	8.0	7.0	6.0	8.0	6.0			41.0
2023 FTE								147.0	195.0	192.0	177.0	164.0	185.0			1,060.0
(Budgeted) Streams								7.0	8.0	8.0	8.0	8.0	8.0			47.0
2024 FTE								175.0	184.0	185.0	187.0	181.0	169.0			1,081.0
(Projected) Streams								7.0	8.0	8.0	8.0	8.0	8.0			47.0
2025 FTE								175.0	184.0	184.0	185.0	192.0	181.0			1,101.0
(Projected) Streams								7.0	8.0	8.0	8.0	8.0	8.0			47.0
2026 FTE								175.0	184.0	184.0	184.0	187.0	192.0			1,106.0
(Projected) Streams								7.0	8.0	8.0	8.0	8.0	8.0			47.0
2027 FTE								175.0	184.0	184.0	184.0	184.0	187.0			1,098.0
(Projected) Streams								7.0	8.0	8.0	8.0	8.0	8.0			47.0



- B) **Progression Rate** – No input required as the sheet automatically calculates a summary of the increase or decrease of enrolments and streams from one year to the next. For example, Year 8 in 2020 to Year 9 in 2021.

B) Progression Rate from year to year																
Year	Rec	1	2	3	4	5	6	7	8	9	10	11	12	Pri	Sec	Combined
2020 FTE	-															
(Census) Streams	-															
2021 FTE	-							116.0	54.0	6.0	16.0	15.0	0.8		91.8	207.8
(Census) Streams	-							6.0	2.0	-	1.0	-	-			
2022 FTE	-							135.0	59.0	1.0	1.0	4.2	3.0		51.8	186.8
(Census) Streams	-							6.0	2.0	-	1.0	-	-			
2023 FTE	-							147.0	60.0	17.0	8.0	-	4.8		80.2	227.2
(Budgeted) Streams	-							7.0	2.0	-	1.0	2.0	-			
2024 FTE	-							175.0	37.0	10.0	5.0	4.0	5.0		31.0	206.0
(Projected) Streams	-							7.0	1.0	-	-	-	-			
2025 FTE	-							175.0	9.0	-	-	5.0	-		14.0	189.0
(Projected) Streams	-							7.0	1.0	-	-	-	-			
2026 FTE	-							175.0	9.0	-	-	2.0	-		11.0	186.0
(Projected) Streams	-							7.0	1.0	-	-	-	-			
2027 FTE	-							175.0	9.0	-	-	-	-		9.0	184.0
(Projected) Streams	-							7.0	1.0	-	-	-	-			

Stage 2.3 Enrolment Summary

- A) **Enrolment Totals** – No input required as the sheet automatically calculates a summary for Primary, Junior Secondary, Senior Secondary and progression rate.

A) Enrolment Totals							
Year	Primary	Jnr Sec	Snr Sec	Sec	Total	Boarding	FFPOS
2020 FTE	-	585.0	308.0	893.0	893.0	-	-
(Census) Streams	-	25.0	12.0	37.0	37.0	-	-
2021 FTE	-	643.0	303.8	946.8	946.8	-	-
(Census) Streams	-	28.0	12.0	40.0	40.0	-	-
2022 FTE	-	643.0	335.8	978.8	978.8	-	-
(Census) Streams	-	27.0	14.0	41.0	41.0	-	-
2023 FTE	-	711.0	349.0	1,060.0	1,060.0	-	-
(Budgeted) Streams	-	31.0	16.0	47.0	47.0	-	-
2024 FTE	-	731.0	350.0	1,081.0	1,081.0	-	-
(Projected) Streams	-	31.0	16.0	47.0	47.0	-	-
2025 FTE	-	728.0	373.0	1,101.0	1,101.0	-	-
(Projected) Streams	-	31.0	16.0	47.0	47.0	-	-
2026 FTE	-	727.0	379.0	1,106.0	1,106.0	-	-
(Projected) Streams	-	31.0	16.0	47.0	47.0	-	-
2027 FTE	-	727.0	371.0	1,098.0	1,098.0	-	-
(Projected) Streams	-	31.0	16.0	47.0	47.0	-	-

Progression Rate					
	Primary	Jnr Sec	Snr Sec	Sec	Total
2021 FTE	-	58	-4	54	54
(Census) Streams	-	3	-	3	3
2022 FTE	-	-	32	32	32
(Census) Streams	-	-1	2	1	1
2023 FTE	-	68	13	81	81
(Budgeted) Streams	-	4	2	6	6
2024 FTE	-	20	1	21	21
(Projected) Streams	-	-	-	-	-
2025 FTE	-	-3	23	20	20
(Projected) Streams	-	-	-	-	-
2026 FTE	-	-1	6	5	5
(Projected) Streams	-	-	-	-	-
2027 FTE	-	-	-8	-8	-8
(Projected) Streams	-	-	-	-	-

- B) **Early Learning Centre** – this information gives the BGA an insight into the expected conversion from ELC to Reception in the year the grant will be awarded.

B) Early Learning Centre

Is a ELC attached to your School?

No

If no, do you have an arrangement with a local ELC as a feeder for your school?

No

What is the expected conversion from ELC to Reception in 2023?

- C) **Outline the basis of enrolment projections** – include information based on deposits received, birth rates, predicted population growth etc.

C) Outline the basis of enrolment projections (e.g. based on deposits paid, birth rates, population growth etc)

Stage 2.4 Existing Facilities & Future Facilities

- A) **Existing & Future Facilities** - This sheet captures summary information on all facilities at the school including permanent, temporary and any future facilities planned or under construction, excluding the proposed project if it is a new construction. Existing buildings that are to be **refurbished are to be included**.

You are required to include in the following order:

- i. permanent facilities first, then
- ii. temporary, followed by
- iii. future facilities.

Future facilities include projects that the school intends to build in the future but **not including the project** that is being applied for.

Explanation of Fields

Facility Description	A brief free text description of the facility e.g., Year 5 GLA, Physics Lab, etc.
Facility ID Code	a drop-down menu that uses descriptors for functional spaces. Refer Appendix 1
Nature of facility	Temporary, Permanent, Future (excluding the proposed project). Temporary facilities are teaching or non-teaching existing facilities that will be removed at the completion of or during the building of the Proposed Project. Future facilities are for major planned projects that match the school's masterplan.
Sector	Year levels of school that the facility is used by i.e., Primary, Secondary or Combined.
No of Units	The number of units e.g., 4 GLA's, that can be categorised as the same Facility Description, ID Code, Sector and condition.
Total Area (m²)	The total area (m ²) that relates to the number of units shown above e.g, if there are 4 GLA's each of 50m ² the total area will be 200m ²
Condition of facilities	Poor, Good, Excellent, Planned or Under Construction. (Planned and under construction relate to future facilities).
BER Facilities	Yes or No. This includes NSP, P21, Science & Language Centres projects constructed and partly funded by the Building the Education Revolution. These facilities must be included, however by selecting YES, the areas are not counted.
Is facility to be used in 2024?	YES or NO. Consider if the area is to be used during this year. In most cases for Permanent and Temporary facilities this will be YES. For Future facilities this will be NO. (Note <i>Future facilities</i> does not include the proposed project that is the subject of this application)

The column headed *Counted Area for [current year]* will count the area if YES is selected and will not count the area if NO is selected.

If the answer is NO, the BGA Executive Officer may require further information as to why the area is not being counted.

The areas for PLANT, STAFF-AMEN, TRAVEL-UNENC, TRAVEL-COVER and CANTEEN are automatically excluded from the Areas Counted in both years.

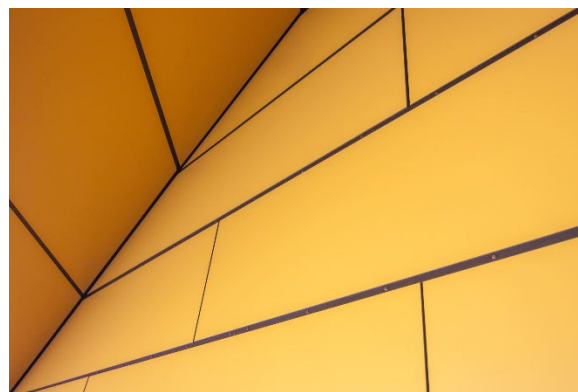
Is facility to be used in 2026? YES or NO. Consider if the area is to be used during this year. In most cases for permanent facilities this will be YES, for some temporary facilities that are not required after the proposed or other projects are completed this will be NO. For future facilities this will be YES or NO depending when construction is completed on the other project.

The column headed *Counted Area for [future year]* will count the area if YES is selected and will not count the area if NO is selected.

The areas for PLANT, STAFF-AMEN, TRAVEL-UNENC, TRAVEL-COVER and CANTEEN are automatically excluded from the Areas Counted in both years.

B) Request for Areas NOT to be counted - This section is optional. Please refer to the [BGA document Procedural Guidelines: Area Discounting](#) before completing this section. List spaces from the above list that you believe should be discounted because they were not purpose built for school purposes, that were built to older or less efficient design standards.

B) Request for Areas NOT to be counted
 This section is optional. Please refer to the BGA document Procedural Guidelines: Area Discounting before completing this section. List spaces from the above list that you believe should be discounted because they were not purpose built for school purposes, or that were built to older, less efficient design standards.



Stage 2.5 Std Proposed Project

The details submitted by the school at this stage must use the STANDARD COST, as updated annually by the BGA, to show the cost of the Proposed Project using this rate. This enables a fair comparison of all projects as they are costed using the same rates.

The BGA understands the costs, will in some cases be under, or overstated. At Stage 2.5 QS the school is asked to provide the BGA with the proposed project cost as COSTED BY THE SCHOOL which should be based on:

- an Architect’s estimate
- the School’s experience from previous projects, or
- a Quantity Surveyors (QS) Report.

If based on a QS or written quotation the BGA requires a copy of this document to be lodged with the application, however it is not mandatory to have a QS Report at Stage 2, but one will be required at a future stage.

A) **Proposed Project for non-teaching spaces and teaching Spaces for new project** – the table below will assist you when entering information in this table.

TYPE OF WORK - CONSTRUCTION										
Facility Description	Facility ID Code	Type of Work	Sector	Size chosen per unit (m ²)	No of Units	Total Area (m ²)	Standard cost per (m ²)	Construction	Counted Area (m ²)	
1 Junior Kitchen	HOME EC	Construction	Secondary	66	1	66	2,785	183,810	66	
2 Senior Kitchen	HOME EC	Construction	Secondary	92	1	92	2,785	256,220	92	
3 Breakout	GLA-LEARN	Construction	Secondary	75	1	75	2,415	181,125	75	
4 Staff amenities	STUD-AMEN	Construction	Secondary	2	1	2	4,150	8,300	2	
5 Student amenities	TRAV-ENC	Construction	Secondary	21	1	21	2,890	60,690	21	
6 Sitting area	GLA-LEARN	Construction	Secondary	21	1	21	2,415	50,715	21	
7	-NONE-	Construction	-NONE-			0	0	0	0	
8	-NONE-	Construction	-NONE-			0	0	0	0	

TYPE OF WORK - REFURBISHMENT (70% OF STANDARD CONSTRUCTION COSTS)										
Facility Description	Facility ID Code	Type of Work	Sector	Size chosen per unit (m ²)	No of Units	Total Area (m ²)	Refurbishment Cost per (m ²)	Refurbishment	Counted Area (m ²)	
21 Corridor and entry	TRAV-ENC	Refurbishment	Secondary	21	1	21	2,023	42,483	0	
22 Washup and dry store	HOME EC	Refurbishment	Secondary	10	1	10	1,950	19,495	0	
23 Corridor-washup	TRAV-ENC	Refurbishment	Secondary	8	1	8	2,023	16,184	0	
24 Tutorial	GLA-LEARN	Refurbishment	Secondary	33	1	33	1,691	55,787	0	
25 Staff Office	ADMIN	Refurbishment	Secondary	29	1	29	1,838	53,288	0	
26	-NONE-	Refurbishment	-NONE-			0	0	0	0	

Explanation of Fields

Facility Description	A brief free text description of the facility e.g., Year 5 GLA, Physics Lab, etc. When describing the facility do not use a description of, for example, “New Junior School”. The project needs to be broken down by a Facility ID Code therefore the project should be described as, for example, “3 GLA’s, student amenities, staff preparation area, breakout space and verandah”
Facility ID Code	A drop-down menu that uses descriptors for functional spaces. Refer Appendix 1 . Once chosen the Standard Cost for Construction will be shown for the area or 70% of Standard Cost for Refurbishment and inserted automatically into the Standard Cost per (m ²) column.
Type of Work	This is broken down into two sections – Construction and Refurbishment . If a project is constructing a new section and refurbishing another, for example, refurbishing a GLA and constructing adjoining verandahs and amenities, include the relevant elements under the appropriate heading. CONSTRUCTION - Enter details for each construction element of the project. Calculations will use full Standard Cost as per Appendix 1 . REFURBISHMENT - Enter details for each refurbishment element of the project. Calculations will use 70% of the Standard Cost as per Appendix 1 .
Sector	Year levels of school that facility is used by, ie Primary, Secondary or Combined.
Size chosen per Unit	The total area (m ²) of the size of the unit being constructed or refurbished.
No of Units	The number of units e.g. 4 GLA’s, that can be categorised as the same Facility Description, ID Code, Type of Work & Sector. For example, No of units 3 GLAs @ Size of Unit 55m ² each
Total Area (m²)	This is a calculation of <i>Size Chosen per Unit</i> x <i>No of Units</i> .
Standard Cost per (m²)	This is based on Standard Costs per metre ² as defined and updated annually. The table for Standard Costs is shown in Appendix 1 .
Refurbishment cost per (m²)	For Refurbishment projects, the standard cost is calculated at 70% of the Standard cost per (m ²). The table for Standard Costs reflects the costings used for Refurbishment projects is shown in Appendix 1 .
Construction Cost (\$)	This is a rounded calculation of the <i>Total Area (m²)</i> x <i>Standard (m²)</i> OR <i>Refurbishment Cost per (m²)</i>
Counted Area (m²)	This calculation reports NEW areas to be added to the school The areas for Refurbishment projects and Facility Codes PLANT, STAFF-AMEN, TRAVEL-UNENC, TRAVEL-COVER and CANTEEN are automatically excluded from the Counted Area.

B) **Associated Costs for Proposed Project** – please show the details of the additional costs that will be included in the project. In general, the BGA may question Professional Fees and Furniture and Equipment if over 15% the total project cost in each case. Select from the pull down options in the first column. If an appropriate option is not available, free hand fields are provided.

B) Estimated Associated Costs for Proposed Project.

Do not include Construction, Design or Country Loading Contingencies in this section.

Select from the list below to enter Estimated Associated Costs	Additional Details	Amount \$	% of Total Project Cost
Architects/Primary Consultants Fees		170,000	15.4% <i>Check costs</i>
Professional, Council/Certification & CITB Fees		30,000	2.7% <i>OK</i>
Loose Furniture		40,000	3.6% <i>OK</i>
Fire Services	Connection of building to the FIP. Hydrant and hose reels	57,000	5.2% <i>OK</i>
Electrical Services	New switchboard and mains upgrade.	100,000	9.1% <i>OK</i>
Site development costs (outside perimeter of the building)		23,000	2.1% <i>OK</i>
Demolition		51,000	4.6% <i>OK</i>
Equipment (not built in)		140,000	12.7% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Select from list		-	0.0% <i>OK</i>
Total B		611,000	55.4%

C) Total Project Costs

The Proposed Project at STANDARD COST is automatically completed from section A and B. Standard costs are used for all projects so that a fair evaluation and comparison of projects can be made by the BGA committee.

C) Total Project Costs based on STANDARD COSTS

Proposed Project at STANDARD/REFURBISHMENT cost as per above

	Estimation \$
Building Construction/Refurbishment Costs	Total A -
Estimated Associated Costs	Total B -
PROJECT AT STANDARD COST EXCLUDING CONTINGENCIES	Total C -

Stage 2.5 QS Proposed Project

The Proposed Project as COSTED BY SCHOOL which should be based on:

- Architects estimate/quotation,
- from the school’s previous experience on other projects or
- a Quantity Surveyors (QS) Report.

When completing this section, the school should commence the costing process by entering the amount quoted on documents as per the dot points above.

The school can then make the necessary adjustments based on the quotation which should be included with the application. An example is on the following page.

When updated quotations are received this section must be updated at the relevant stage.

A) Project Costs based on QS or Quotation.

When a QS or Quotation is available please update the section below. Please note that a QS is Mandatory at **Stage 3**.

	Cost \$	
PROJECT COST EXC GST (Includes Contingencies)	2,000,000	As per the QS
DEDUCT the Contingencies as per QS		
Construction Contingencies	200,000	
Design Contingencies	100,000	
Country loading	-	300,000
PROJECT COST EXC GST (Excluding Contingencies)		1,700,000

ADJUSTMENTS If adjustments to the QS are required by the school, please complete the sections below as required.

ADD ITEMS not included in QS (e.g. relocation of transportable, loose furniture etc)

Demolition of existing building not included in initial quotation.	50,000	
Freezer room	30,000	
New switchboard and mains	70,000	
		150,000

DEDUCT ITEMS included in QS not applicable to this application (e.g. loose furniture, demolition, etc)

Quote included \$100,000 for furniture. School estimates allowance for \$50k is required	50,000	
		50,000

FINAL PROJECT COST EXC GST (Excluding Contingencies) **1,800,000**

MARGIN BETWEEN STANDARD COST & QS **86,500** Over Standard Cost

** Additional explanation re adjustments to QS or Quotation made by the school below. **The QS or Quotation MUST be submitted when lodging application**

Stage 2.6 Project Funding

Complete the following screen with the school's requested grant amount. As a reminder, when requesting a grant from the BGA please note the following. The BGA:

- will not recommend a grant of \$1,000,000 or more.
- will rarely allocate a grant of more than 60% of the total cost of the project. The range of grants generally provided are between 10 to 40%. This is subject to number of applications from schools, educational need, financial need and the total funding received from the Commonwealth.

Provide preliminary indications of how the school proposes to fund the School Contribution component of the Total Project Cost by completing the grey fields shown under *School Contribution – How Funded*.

2.6 Project Funding			
INDEX		HELP NOTES	
<p><i>More detail will be required from applicants invited to proceed with final project documentation. The BGA must assess all sources of funds available to the school and requires the school to make the maximum contribution possible, including loans, without preventing the provision of an adequate level of recurrent resources or jeopardising the school's financial viability.</i></p>			
<i>Amounts prefilled from Stage 2.5 Proposed Project</i>	QS/School Cost	Standard Cost (inc Assoc Costs)	Difference
TOTAL COST OF PROJECT (Inc Contingencies)	2,000,000		
Add Items not shown on QS	150,000		
Less Items removed from QS	50,000		
Less Construction Contingencies	200,000		
Less Design Contingencies	100,000		
Less Country Loading	0		
TOTAL RECOMMENDED PROJECT COST (Exc Contingencies)	1,800,000	1,713,500	86,500 Over Standard Cost
BGA GRANT REQUESTED/INDICATIVE GRANT	<input type="text" value="0"/>	0.0%	
SCHOOL CONTRIBUTION - HOW FUNDED			
School Building Fund/Levy on Fees	<input type="text" value="0"/>		
Donations/Fundraising (e.g. Parent Bodies)	<input type="text" value="0"/>		
Other cash sources (please specify below)	<input type="text" value="0"/>		
Contributed services (approximate value)	<input type="text" value="0"/>		
Anticipated loans including those from System	<input type="text" value="0"/>		
TOTAL FUNDS TO BE CONTRIBUTED	0	0.0%	
SCHOOL CONTRIBUTION REQUIRED	1,800,000		
Balance to be allocated	1,800,000		<i>If "Balance to be allocated" is not = to zero, check allocations of School Contribution above.</i>
Any additional comments:			
<input type="text"/>			

Stage 2.7 Area Summary

This spreadsheet is pre-filled based on the enrolment numbers, existing area plus “new area” being applied for as per Stage 2.5 Proposed Project.

Teaching Space Area			Proposed Project(s) Teaching Space		
Not including proposed project	2022	2024	Project		Project
Primary	0	0	Primary	0	
Secondary	0	0	Secondary	0	
Combined	0	0	Combined	0	
Total Teaching Space	0	0	Total Teaching Space	0	

Teaching Space Area			Enrolments				
Including the proposed project	2022	2024	Before proposed project		After project completed		
			2022		2024		
Primary	0	0	Primary	306	50.25%	327	51.01%
Secondary	0	0	Secondary	303	49.75%	314	48.99%
Combined	0	0	Total Students	609	100.00%	641	100.00%
Total Teaching Space	0	0					

Combined Area Split by %			Area per Student		
	2022	2024	Standard	2022	
Primary proportion of combined	0.0	0.0	Primary	7.50	0.00 OK
Secondary proportion of combined	0.0	0.0	Secondary	12.00	0.00 OK
Total of Combined Area	0.0	0.0			

Total Area			Area per Student		
	2022	2024	Standard	2024	
Primary including Split of Combined	0.0	0.0	Primary	7.50	0.00 OK
Secondary including Split of Combine	0.0	0.0	Secondary	12.00	0.00 OK
Total of Combined Area	0.0	0.0			

This information is used by the BGA as a guide to overall enrolments per (m²). If a school’s proposed project places the school well over the guideline, the application would be referred back to the applicant for checking and or further consideration.

The guideline for the area per student is currently 7.5 m² for primary and 12 m² for secondary. Where schools have combined facilities, the calculation is made on a percentage allocation for those facilities based on enrolment and will be used as a GUIDE ONLY.

Stage 2.8 Capex Budget

This gives an initial assessment of the school’s cashflow position and will need to be updated again in Stages 3 and 4 of the application process.

Schools are required to complete the data **IN THIS FORMAT** so that comparisons can be made across the board during the application process.

Only the **GREY** shaded fields can be edited.

Use the buttons on the right to move between screens when needed.

You are required to enter the

- Actual expenditure past year
- Budgeted expenditure for current year
- Forecasted expenditure for three future years for Capital expenditure.

Entering the data

Is this part of Master Plan - Where shown indicate if the Capital expenditure relates to the Schools Master Plan by using the pulldown box.

The Proposed BGA project (total cost) – the amounts will be pre-filled from Stage 2.6. Any changes to this figure will need to be actioned on worksheet Stage 2.5.

Descriptions - Please detail your Capex Budget, over-typing with your own descriptions

Other Capital Expenditure – include amounts as shown for Land, Buildings, Site Improvements and Furniture/Equipment/Plant/Machinery (not including the proposed project).

Loan Repayments – show only the principal amounts payable.

Any additional comments – include any information that the BGA may find helpful regarding your costings.

The totals of each sub heading automatically flow through to Stage 2.9 Financial Forecast.

Stage 2.9 Financial Forecast

This gives an initial assessment of the school's Financial Forecast and will need to be updated again in Stages 3 and 4 of the application process.

Schools are required to complete the data **AS IS** so that comparisons can be made across the board during the application process. As part of Stage 3 you will be required to submit an Audited Financial Report to accompany this data.

Only the **GREY** shaded fields can be edited. The white cells will automatically update.

Use the buttons on the right to move between screens when needed.

You are required to enter the

- Actual expenditure past year
- Budgeted expenditure for current year
- Forecasted expenditure for three future years for Capital expenditure. This information is important for calculations of predicted Debt per Student in future years.

Entering the data

Operations – complete the income section first followed by expenditure.

Capital – complete the income section. The expenditure will flow through from the Capex data at Stage 2.8. Note that the BGA Grant requested for the project(s) flows through from Stage 2.6.

Closing Balance Cash at Bank at end of previous financial year – enter as per your draft/audited financials. This can be updated at Stage 3 and 4, if required.

Any additional comments – include any information that the BGA may find helpful regarding your costings.

Have you completed Stage 2?

Steps:

1. Please make sure you have UPDATED where necessary all sections of Stage 1.1 and Stage 1.2 as per the **GOLD TABS** in the Workbook.
2. Please make sure you have COMPLETED sections of Stage 2 as per the **PURPLE TABS** in worksheet Stage 2.1 through Stage 2.9.
3. Save a copy of the Workbook on your system with the file name "Schoolname Stage 2.xlsm". You should now have two files saved – one labelled Stage 1 and the second Stage 2.
4. PDF copies of the Site Diagram and Sketch Plans. Not mandatory but if you have used a QS or Quotations which back up your project costing's please PDF copies of these to upload as well.
5. Upload the documentation via the website at [Stage 2 INITIAL APPLICATION](#). More than one document can be uploaded at a time.
6. After the assessment of this Stage 2, you will be contacted by the BGA to arrange a site visit by a panel of BGA Committee Members to review your application with key personnel from the school e.g. Principal, Business Manager, other key staff and if the school wishes representation from their Board.

Site Visit by BGA Panel

The members of the BGA Committee have much knowledge regarding education, engineering, leadership in school, architectural experience, financial experience etc.

During February/March a representation from the Committee of up to 5 members will visit a school which is to primarily investigate the schools Educational Need for the project.

For your information and to assist with planning, the following guidelines will help make the visit as effective as possible:

1. The Panel is met by the Principal and the Business Manager. Please feel free to include your Architect and members of the school's leadership team and governing body if you wish.
2. The Panel is taken on a tour of the school facilities to give its members a feel of the layout and size of buildings and spaces, and the context and purpose of the Proposed Project. A map of the school for Panel members would be appreciated. This should take no longer than 30 minutes.
3. The party then assembles in a meeting space to discuss the Proposed Project in more detail. The Panel will want to:
 - a. view the Master Plan and discuss the place of the Project in it
 - b. view the Asset Management Plan (Facilities Management Plan)
 - c. discuss the educational need for, and financial viability of, the Project.
4. Refreshments are appreciated, but need be no more than coffee, tea, water, and perhaps some sweet/savoury nibbles depending on the time of day.
5. The panel members will require approximately 90 minutes to complete the visit.

The school will receive information detailing the *Eligibility Criteria* and *School Visit Considerations*. Please refer to [Appendix 2](#) and [Appendix 3](#) for detailed information.

The school will receive confirmation of the make-up of the panel and the date and time for the visit after preliminary arrangements have been discussed with the school.

Because some days up to 3 schools may be visited, the visiting panel has a tight timeline but be assured that at each school

Stage 3 Financial Information – to be lodged by Thursday 11 April 2024

Using the spreadsheet returned to you by the BGA for Stage 2 INITIAL APPLICATION, begin the process of completing the steps for Stage 3 which comprises five (5) spreadsheets for collecting information:

- Stage 3.1 update description and project costs using Stage 1.2 and 2.5 Std & 2.5 QS
- Stage 3.2 Debt profile
- Stage 3.3 Debt details
- Stage 3.4 Other balance sheet details
- Stage 3.5 Enrolment and summary ratios includes update of Stage 2.2

These are the **BLUE Tabs** in the Workbook. Part of these worksheets, and in some cases the whole worksheet, will perform automatic calculations.

To accompany the Workbook at Stage 3 you are required to submit the following:

Audited Financial Statements – Please upload a PDF copy of the school’s signed and audited Financial Statements for the end of the previous financial year. If an Audited Copy is not available, please forward a draft copy.

Quantity Surveyors report – Please include a copy of this report or copy of Quotations received to complete the project. A QS is Mandatory at this stage.

ASBA Somerset Financial Performance Survey – upload a copy of the summary report as per Stage 3.1 F) Financial Planning (if applicable).

Stage 3.1 Project & Financial Information

A) Update Project Description

If required use the UPDATE HERE links provided to modify your project description.

A) Update Project Description

	Have the project description(s) changed?	Select from list
Project 1	Refurbishment of existing building into food and hospitality area, consisting of senior and junior kitchens, cool room, freezer room, storm washup area, tutorial room, teachers' office and toilets Construction of an outdoor learning area.	UPDATE HERE

B) Update the Capex Budget and Financial Forecast

If there have been any changes due to finalising financial information use the UPDATE HERE links to edit the Capex Budget and Financial Forecast where needed. You will be required to upload a copy of the Audited or Draft Financials that have been used to enter the data for the application.

B) Update Capex Budget and Financial Forecast

Has the Capex Budget and/or Financial Forecast changed?	Select from list	
Capex Budget UPDATE HERE	Financial Forecast UPDATE HERE	
The source of the information contained in this Return are from	Select one	2021 Financial Statements

Please upload a copy of the Audited or Draft Financials when lodging the application.

C) Update Project Costings

At this stage it is mandatory for school to provide a QS report or formal quotation. Use the UPDATE HERE links to edit project costs if needed. You will be required to upload a copies of the QS and/or Quotations that have been used to enter the data for the application.

C) Update Project Costings

It will be necessary for the school to obtain a QS Reports for each of the projects.

[Have the project costings changed?](#)

Select from list

[UPDATE HERE](#)

Total Project Cost (not inc Contingencies)	2,231,100
School Contribution	1,531,100
Grant	700000

For information purposes only

Contingencies Construct'n	94000
Contingencies Design	0
Country Loading	0
	<hr/>
	94000

D) Detail of Funding Sources for School Contribution

In the grey shaded fields you are required to enter values showing the type of funds to be used and what the sources of cash and borrowings are.

D) Detail of Funding Sources for School Contribution

Please show type of funds to be used to fund each project. The total of Cash + Borrowings MUST equal the School Contribution.

	PROJECT
School Contribution	1,000,000
Cash	300000
Borrowings	700000
Proof (This should be zero)	0

Details of cash contribution

Provide a brief summary detailing what cash sources will be used:

[Grey shaded area for cash contribution details]

Details of borrowings

Name of lending authority	[Grey shaded area]		
Amount	[Grey shaded area]	Interest Rate	[Grey shaded area]
Annual Repayments	[Grey shaded area]	Term	[Grey shaded area]

What discussions, if any, have been held with lending authorities about the proposed loan(s)

[Grey shaded area for discussions]

Have the proposed borrowings been approved?

If not, what evidence is there that they will be approved?

[Grey shaded area for evidence]

E) Supporting Organisations

Provide information regarding an associated organisation which does not conduct its operations through the school accounts, but which commits or intends to commit funds for the provision of services, material, equipment or facilities for school use.

E) Supporting Organisations
A 'supporting organisation' is an associated organisation which does not conduct its operations through the school's accounts but which commits or intends to commit funds for the provision of services, material, equipment or facilities for school use.

Examples might be system authorities, the school community, a Foundation, development funds, parents and friends organisations, community associations, church/parish.

Does your school have any supporting organisations?

If yes, please list these supporting organisations, and their contributions, to the Proposed Project.

Name of supporting organisation	Year(s) of Support	Amount \$
TOTAL		0

F) Financial Planning

This section covers the schools financial planning and financial advice services. If the school has participated in the ASBA/Somerset Financial Performance Survey last financial year, we request that a copy of the Summary Ratio Sheet is uploaded when lodging Stage 3.

F) Financial Planning

Does your school have a financial plan that has been approved by your loan provider? [If NO, CLICK HERE](#)

If yes, what is the period covered by the plan? Enter start year and finish year From To

What does your loan provider require you to report? (e.g. quarterly accounts, annual budgets etc)

Does the plan make provision for the Proposed Project?

Do you have an external Financial Adviser?

If yes, who is the Adviser

Did the school participate in the ASBA/Somerset Financial Performance Survey last financial year

If yes, please upload the Summary Ratio Sheet that compares your ratios with benchmark ratios when lodging Stage 3.

Stage 3.2 Debt Profile

The data required to complete this section includes Refundable Enrolment Deposits, Recurrent Loans and Capital and Bridging loans for the past financial year, the budget and forecasted figures for a 4 year period.

Please enter data in the grey cells only. White cells will calculate automatically. The Capital Expenditure comes from **2.8 Capex Budget**

	2022	2023 Budget	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
Refundable Enrolment Deposits						
(a) Opening balance	<input type="text"/>	0	0	0	0	0
(b) Additional deposits during period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Deposits refunded during period <i>(enter as positive)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing Balance = (a) + (b) - (c)	0	0	0	0	0	0
Recurrent Loans (including overdrafts, short-term loans from Building Funds and P&F Associations)						
(a) Opening balance	<input type="text"/>	0	0	0	0	0
(b) Additional borrowing during period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Loans paid out during period <i>(enter as positive)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing Balance = (a) + (b) - (c)	0	0	0	0	0	0
Capital & Bridging Loans (including loan for the proposed project)						
(a) Opening balance	10,177,937	9,879,980	8,832,556	9,836,031	9,071,007	9,268,725
(b) Additional borrowing during period	2,353,636	<input type="text"/>	1,400,000	<input type="text"/>	609,486	<input type="text"/>
(c) Principal repayments <i>(enter as positive)</i>	2,651,593	1,047,424	396,525	765,024	411,768	2,174,838
Closing Balance = (a) + (b) - (c)	9,879,980	8,832,556	9,836,031	9,071,007	9,268,725	7,093,887
Loan for the Proposed Project (included in the figures above)	<input type="text"/>	<input type="text"/>	1,400,000	<input type="text"/>	<input type="text"/>	<input type="text"/>

Stage 3.3 Debt Details

The worksheet stipulates the information that is required to complete the data for this section. There are two parts:

Existing loan as at previous year end

Expected loans from 1 January in the current year onwards.

Existing Loans as at as at year ended 2021

Please provide details of all individual loans (including overdrafts & bridging loans) taken by the school for both operating and capital purposes. Please include SAFA Loans already approved and any applications awaiting approval. Details to include any 'back to back' loans through system offices, central funding authorities or third party financial institutions. (Insert more rows if required)

Please do not list any loan for the proposed project that is the subject of this grant application.

Month & Year loan received	Name of lending authority	Purpose to which loan has been applied	Initial Loan Amount	Remaining term of loan (years)	Rate of interest %	Annual Repayment		Balance outstanding
						Principal	Interest	
9/10/2017	SAFA	to partially fund Student Learning Hub refurbishment	1,000,000	15 yrs ie mat Aug 2032	3.29	0	0	750,000
	Commonwealth Bank	See below	4,000,000	Ongoing see below	variable (BBSY+2.23%)	0	0	3,100,000
			0			0	0	6,029,980
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
			0			0	0	0
This Total must equal the TOTAL reported on Stage 3.2 CLICK HERE								9,879,980
Proof - must be zero								0

Expected loans from 1 January 2022 onwards

Please give details.....

Month & Year loan received	Name of lending authority	Purpose to which loan has been applied	Initial Loan Amount	Rate of interest	Annual Repayment	
					Principal	Interest
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
			0		0	0
Total Future Loans			0		0	0

Any additional comments

We have a borrowing facility (which consists of x of term loan plus overdraft) . The purpose of the facility is to fund previous and future capital projects. The facility notionally expires on etc etc etc

Stage 3.4 Other Balance Sheet Details

This detail is required to be dissected from the Balance Sheet to highlight specific areas.

Liquid Assets

Total of Bank Accounts	535,351
Cash Advances	0
Term Deposits	0
Shares, Debentures and similar assets	0
Other liquid assets	0
Building Fund(s) (possibly off Balance Sheet)	0
Total	535,351

Of the total Liquid Assets, how much is held in a separate bank account(s) to cover staff leave entitlements? 0 0%

Debtors

Gross Fee Debtors (<i>excluding</i> Provision for Doubtful Debts)	36,887
Non-Fee Debtors	52,802

Other Assets

Value of properties not directly used for educational purposes (eg staff housing, Principal's residence) *	1,460,368
Endowment and Trust Funds (including any off-balance sheet items such as Foundations)	0

Liabilities

Tuition Fees in Advance	163,374
Total Provisions for Staff Leave Entitlements	1,900,412

* Please provide a brief description and value of properties not directly used for educational purposes

Stage 3.5 Enrolment and Summary Ratios

The figure showing for last year should be as per the August census. These figures flow through from Stage 2.2 Enrolment Projects and can be edited via the [CLICK HERE](#) link. The other values in the worksheet are calculations. These calculations are used by the Finance Group to evaluate the Financial Need.

Update enrolments via Stage 2.2 [CLICK HERE](#)

Enrolments	2021	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast
August Census	978.8	1060	1081	1101	1106	1098
Summary Ratios	2021	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast
Remissions to Gross Fees	28%	29%	29%	29%	29%	29%
Government Recurrent Grants to Total	74%	75%	76%	77%	77%	77%
Fee Debtors to Billed Fees	0.7%					
Debt per Student	\$10,094	\$8,333	\$7,905	\$7,066	\$7,213	\$5,285
Interest Cover	4.1	4.1	3.8	4.7	5.0	4.3
EBIDA	14.2%	13.8%	15.2%	16.2%	15.5%	14.6%
Reinvestment	120.9%	64.6%	107.9%	73.9%	111.1%	34.9%

Have you finished Stage 3?

Steps:

1. Please make sure you have UPDATED where necessary all sections of Stage 3 as per the **BLUE TABS** in the workbook.
2. Save a copy of the Workbook on your system with the file name “*Schoolname Stage 3.xlsm*”. You should now have THREE files saved – one labelled Stage 1, the second Stage 2 and this section, Stage 3.
3. PDF copies of the Draft or Audited Financial Statements, the ASBA Somerset Financial Performance Survey for the previous year, copy of QS or formal quotation and updated plans (if these have changed).
4. Upload the documentation via the website at Stage 3 FINANCIAL DOCUMENTATION. More than one document can be uploaded at a time.
5. The Finance Group reviews the application and may refer questions back to the school via the Executive Officer.
6. After the assessment of Stage 3, you will be contacted by the BGA who will advise:
 - i. if an indicative grant is being proposed to be recommended to the Commonwealth and an approximate amount. This amount could vary at any time and therefore it is an INDICATION ONLY. Grant amounts cannot be confirmed until the Government has approved the projects. Under no circumstances should this information be shared to the public or wider school community as it is by no means guaranteed.
 - ii. If a grant offer can not be made for the proposed project. Schools are ranked firstly by DMI and then by educational need, and finally by financial need.

Stage 4 Final Documentation – to be lodged by Thursday 11 July 2024

Using the spreadsheet returned to you by the BGA for Stage 3 FINANCIAL DOCUMENTATION, begin the process of completing the steps for Stage 4 which comprises two (2) spreadsheets for collecting information:

- Stage 4.1 Final Project Description and Costs
- Stage 4.2 Financial Information Update, Design Compliance, Final Documentation and Declaration.

These are the **GREEN Tabs** in the Workbook. Part of these worksheets, and in some cases the whole worksheet, will perform automatic calculations.

To accompany the Workbook at Stage 4 you are required to submit the following:

Quantity Surveyors report – Please include a copy of a recent report or copy of quotations received to complete the project. The cost of the project is what the recommendation is based on, so it is important the figures obtained are as accurate as possible.

Final Plans – include a PDF copy A3 size of the Final Plans for the project.

Audited Financial Statements – If previously not provided, please upload a PDF copy of the school's signed and audited Financial Statements for the end of the previous financial year.

Design Compliance Report – upload a copy the Design Compliance report as per 4.2.2 of the workbook.

Declaration – signed declaration as per 4.2.4 of the workbook.

Stage 4.1 Update of Proposed Project Schedule and Funding

At this stage it should be noted that a QS or updated quotation for refurbishment works will be required to support the Project Cost.

Project Description - Using the UPDATE HERE option to the left of the outlined box to update any changes to the project description on Stage 1.2. The description should now accurately describe the details of the project and will be used when the BGA submits a recommendation to the Commonwealth.

Description
[UPDATE HERE](#)

Refurbishment of existing building into food and hospitality area, consisting of senior and junior kitchens, cool room, freezer room, storm washup area, tutorial room, teachers' office and toilets Construction of an outdoor learning area.

Update the Project Costs – using the CLICK HERE option return to Stage 2.5 and make any modifications to the details of the project, which may change the Standard Cost figure. The QS/School cost must be updated to reflect what the school believes will be the actual cost based on QS or Quotations.

[Update Stage 2.5 Project 1](#) [CLICK HERE](#)

	QS/School Cost	Standard Cost
TOTAL COST OF PROJECT (Inc Contingencies)	2,325,100	2,096,400
Less Construction Contingencies	-94,000	
Less Design Contingencies	0	
Less Country Loading	0	
TOTAL RECOMMENDED PROJECT COST (Exc Contingencies)	2,231,100	2,096,400

Grant amount - the GREY field must be updated with the amount indicated by the BGA that it proposes to recommend on the Stage 4.1 worksheet.

Less INDICATED GRANT AS PER OFFER IN JUNE	560,000	25.1%
TOTAL SCHOOL CONTRIBUTION	<u>1,671,100</u>	

Components of School Contribution – The GREY fields are to be entered with the details that have potentially changed since Stage 2.6. You will be required to show how the school will cover the school contribution to the project.

COMPONENTS OF SCHOOL CONTRIBUTION		
School Building Fund/Levy on Fees	0	
Donations/Fundraising (e.g. Parent Bodies)	0	
Other cash sources (please specify below)	0	
Contributed services (approximate value)	0	
Anticipated loans including those from System Authorities	1,671,100	
TOTAL FUNDS TO BE CONTRIBUTED	1,671,100	74.9%
<i>School Contribution allocation check - this figure MUST BE ZERO</i>	0	

Details of other Cash and/or Loan sources including amount and term.

Timing of the project – please provide the expected timing of the project. The BGA is required to submit a timeframe to the Commonwealth when submitting a recommendation. Please note that a contact must be signed to begin the project in the first year that funding is approved.

Please provide details below of the expected timing of the project. These dates will be submitted to the Commonwealth if the project is recommended.

	Month & Year
Expected commence date for build	
Expected completion date	
New facilities to be used in	

Stage 4.2 Final Documentation

The information provided on this page is the final step in submitting a application.

Financial Information Update – using the CLICK HERE links make any final changes to the CAPEX Budget and Financial Forecast where required.

4.2.1 Financial Information Update

Please follow the links below to update the financial information previously provided.

CAPEX Budget [CLICK HERE](#)

Financial Forecast [CLICK HERE](#)

Design compliance – request the architect to confirm in writing that the Project Design complies with the provisions listed on the worksheet. This needs to be submitted with the final documentation.

4.2.2 Design Compliance

The architect has confirmed in writing that the Project Design complies with the applicable provisions of:

1. The Disability Discrimination Act 1992 as currently reflected in the Building Code of Australia, and
2. The Work Health and Safety Act 2012 and the work Health and Safety Regulations 2012.

Final documentation – is a checklist of what is required to be submitted in the final stage.

4.2.3 Final documentation

Please refer to this checklist to ensure all documentation is ready to be submitted via the website (refer INDEX PAGE)

- Checked and completed all information required in Stage 4.1 and 4.2.1 above?
- Scanned copy of the Quantity Surveyors Report or Quotations for the project (PDF format)
- Scanned a copy of the Final Plans for the proposed project (PDF format)?
- Audited Financial Statements (if not already provided at Stage 3)
- PDF copy of the Design Compliance report as per 4.2.2 above.
- This Excel workbook with the Declaration below signed.



Declaration – Complete the declaration as per the statement provided.

4.2.4 Declaration

I understand that this Application and, should the Proposed Project and a Grant be approved by the Minister of Education, Skills and Employment, any subsequent use of an Approved Grant are subject to the terms and conditions in the SA Independent Schools Block Grant Authority's Participation Agreement previously signed by this school, or its System office.

I have taken all reasonable steps to be confident the Proposed Project will receive the required Local Government approvals.

The information provided in Stage 4.1 & 4.2, to the best of my knowledge and ability, true and correct.

	
Name of person signing as Approved Authority	*Signature
	
Position of person signing as Approved Authority	Date
<i>*Electronic signature preferred.</i>	

Have you finished Stage 4?

Steps:

1. Please make sure you have UPDATED where necessary all sections of Stage 4 as per the **GREEN TABS** in the Workbook.
2. Save a copy of the Workbook on your system with the file name "Schoolname Stage 4.xlsm". You should now have FOUR files saved – labelled Stage 1, Stage 2, Stage 3 and this section, Stage 4.
3. PDF copies of QS Report or Quotations, Audited Financials (if not already provided at Stage 3) and the Design Compliance report from architect.
4. Upload the documentation via the website at Stage 4 FINAL DOCUMENTATION. More than one document can be uploaded at a time.
5. After the final assessment of Stage 4, you may be contacted by the BGA to discuss specific areas of the project.

What happens next?

Once the final Stage of documentation has been received, the Finance Group review the applications again and then report to the BGA Committee.

The BGA Committee at their August meeting considers a report from the Finance Group and then MAY vary grant amounts depending on the recommendations and availability of funds.

At the September meeting the allocation of Grants are approved by the Committee and submitted to the Commonwealth by the 30th September.

The Commonwealth review the applications, and in some cases, may refer questions back to the BGA which may require clarification.

Once Ministerial approval of a Capital Grant has been notified to schools, **THEN** and **ONLY THEN**, can an official announcement be made publicly regarding the grant. This usually occurs late November, early December.

If at any stage you have any issues with the processes listed here, please contact the BGA office on 8179 1421 or 8179 1437.

Appendix 1 – Facility ID Codes & Standard Costs

This table is used as a reference to complete the Facility ID Code and shows standard costs for January 2024 as at December 2023 which are used when calculating the Standard Cost of the proposed project. The figure showing Under Refurbishment is 70% of the Current Standard Cost for Construction which should be used as a guide to cost refurbishment sections of the Proposed Project. Depending on the type of project this could be more, or less than 70%, e.g. Laboratories would be more expensive than GLA's to refurbish so may be at Construction cost etc. This figure should be based on a quotation or prior knowledge.

Facility ID	Functional area description	Current Cost per m ² \$ (Construction)	Current Cost per m ² \$ (Refurbishment)
1	-NONE- NONE		
2	ADMIN ADMINISTRATION / STAFF <i>Includes principal's and assistant principal's offices, business and clerical offices, reception/ waiting area, interview room, storage and work rooms, utility/print room, staff lounge and kitchen, staff lockers, sick bay / clinic, general bulk storage, cleaners storage, and any other administration support rooms. Includes associated joinery. Teacher work rooms and offices are included in each specialist area.</i>	2,900	2,030
3	ART-PRI ART PRIMARY Includes Learning Space/art room, wet area, storage areas and associated joinery	2,845	1,992
4	ART-SEC ART / DESIGN / GRAPHICS / TEXTILES Includes Learning Spaces, Learning Studios, Photographic Studio, computer areas, wet areas, storage areas, offices, display areas and associated joinery	2,845	1,992
5	ART-IND INDUSTRIAL ARTS / WOOD / METAL / PLASTICS Includes workshop areas, computer spaces, computer aided design, machine bays, spraying bays, wash areas, project areas, storage and offices and associated joinery	2,845	1,992
6	COLA COLA (NOT ENCLOSED) Includes large free standing under cover student spaces, large enough for outdoor learning and or sporting activity.	1,125	788
7	GLA GLA FOR PRI & SEC Includes General Learning Areas, classroom space and associated joinery. Includes learning areas for students with special needs.	2,730	1,911
8	GLA-LEARN GLA FOR LEARNING COMMON FOR PRI & SEC Includes Common Learning Spaces, spaces in addition to the General Learning Areas, wet points, withdrawal areas, quiet areas, storage areas, teacher work areas/offices and associated joinery	2,675	1,873
9	GLA-MULTI GLA FOR MULTIPUPOSE LEARNING AREAS FOR PRI & SEC Includes Learning Studios, practical areas with wet points and services for multipurpose project work, art, technology, low level sciences etc. Includes storage areas, offices and associated joinery	3,205	2,244
10	COMP IT COMPUTER LAB / BUSINESS STUDIES / IT ROOM Includes Computer Studies and Business Studies, storage rooms and offices and associated joinery. IT HUB includes central Server Room and associated IT workspace and any IT help desk functions.	2,930	2,051
11	HOME EC HOME ECONOMICS Includes Student Learning Area, demonstration area, hospitality practical areas, pantry, laundry, dry storage, cool room, offices and associated joinery	3,075	2,153
12	LIBRARY LIBRARY / RESOURCE CENTRE PRI & SEC Includes the main reading area, display areas, IT areas, individual and group study areas, work rooms, storage rooms, offices and associated joinery	2,675	1,873
13	MUSIC-MEDIA MUSIC / DRAMA / MEDIA / DANCE Includes performing spaces, practice rooms, band rooms, dance studios, recording studios, sound booths, media rooms, storage rooms, offices and associated joinery	3,205	2,244

Facility ID	Functional area description	Current Cost per m ² \$ (Construction)	Current Cost per m ² \$ (Refurbishment)
14	PHYS ED-PRI MULTIPUPOSE HALL PRIMARY Includes hall/court space, equipment storage, storage areas, change rooms, foyer, offices, mezzanine areas and viewing areas and associated joinery	2,320	1,624
15	PHYS ED-SEC MULTIPUPOSE HALL SECONDARY Includes hall/court space, Learning Areas, equipment storage, storage areas, change rooms, foyer, offices, mezzanine areas and viewing areas and associated joinery	2,675	1,873
16	PLANT PLANTROOMS Includes plant rooms associated with lifts, air conditioning etc., switchboard and equipment rooms	2,035	1,425
17	SCIENCE SCIENCE LABS / ASSOC AREA Includes laboratory spaces, project/research labs, experiment labs, storage areas, preparation rooms, chemical storage, offices and associated joinery	3,205	2,244
18	STUD-AMEN STUDENT AMENITIES Includes disabled toilets, toilets, urinals, basins/wash areas, showers and associated joinery	4,580	3,206
19	STAFF-AMEN STAFF AMENITIES Includes disabled toilets, showers, toilets, urinals, basins/wash areas and associated joinery	4,405	3,084
20	TRAV-ENC STAIRWELLS / CORRIDORS Includes pedestrian-travel enclosed, stairwells, corridors, hallways and other enclosed circulation areas	3,190	2,233
21	TRAV-UNENC VERANDAH / BALCONY / OUTDOOR LEARNING SPACES Includes verandahs, balconies and student outdoor learning spaces that are attached to the building	875	613
22	TRAV-COVER COVERED WALKWAYS (NOT ENCLOSED) Includes covered pedestrian walkways between buildings or to allow for disabled access (not enclosed)	1,060	742
23	CANTEEN CANTEEN TUCKSHOP Includes the kitchen and preparation areas, servery areas, storage areas, cool rooms and associated joinery	2,610	1,827
24	OUT-LEARNING OUTDOOR LEARNING AREA Includes areas for outdoor areas for general learning, not including the cover.	1,515	1,061

Appendix 2 – Eligibility Criteria

Australian Government Quality School – [Capital Grants Program Guidelines 2021](#)

Extract from above document for your information.

Eligibility for funding

In order to be eligible to apply for grants for capital expenditure, a non-government school should:

- a) be a member, or prospective member, of a BGA
- b) be in receipt of recurrent funding under the Act
- c) demonstrate to the BGA a financial need for the grant (that is, show that it and its supporting community do not have the capacity to meet the total cost of the project)
- d) demonstrate to the BGA that the project will contribute to the objectives of the CGP
- e) demonstrate to the BGA that the school has an appropriate maintenance plan in place and is able to meet the ongoing running costs of its facilities (or, for proposed new schools, a proposed maintenance plan)
- f) demonstrate to the BGA that adequate insurance is held over its school buildings (only if relevant, for proposed new schools) 11
- g) be proposing a project that is consistent with sound educational planning, within both the school and the environment within which it is operating, especially in relation to the cost, size and use of facilities to be funded
- h) be proposing a project that will not adversely affect the condition of a place in relation to the Commonwealth, state, territory or local government heritage legislation
- i) demonstrate to the BGA that it is financially viable
- j) own the land or have a lease for the land and/or buildings that has a period to run commensurate with the period in which the capital grant may be required to be repaid if the school no longer provides school education (see Attachment 4).

Appendix 3 – School Visit Considerations

School Visit Considerations – Extracted from the Capital Grant Guidelines.

The Panel will consider the points below and help you prepare for their visit. Not all questions may be asked directly as some are covered in Stage 1 & 2 of the application.

1. Existing facilities

- Is a site plan available?
- To what extent does the current accommodation meet the needs of the school?

2. Enrolment information/ catchment area

- What are the enrolment trends over the past 5 years?
- What are the projected enrolments and how stable and consistent are enrolments?
- What are the main drawing areas for enrolments?
- What are the minor drawing areas for enrolments?
- What transport arrangements are available for current and prospective students?
- Are the proposed facilities adequate in area and nature for the number of current and prospective enrolments?
- Are there any other considerations such as class size policy or international students that are worth commenting on?

3. Project management

- If the school is successful in obtaining a grant, does the school have the capacity/expertise to manage the infrastructure project?
- Is the school aware of the Commonwealth tendering requirements, including potential conflict of interest with bodies bidding for work?

4. Assessment of Educational Need

- Facilities inhibit quality of teaching?
- Facilities inhibit curriculum delivery?
- Occupancy levels are too high?
- Facilities inhibit adaption to desirable teaching methodologies?
- Facilities inhibit participation in the school by the school community?
- Facilities inhibit delivery of student services?
- Inadequate access to teaching resources for teachers?
- Inadequate access to learning resources for students?
- Students With Disabilities cannot be supported properly?
- Indigenous students cannot be supported properly?
- Student/staff/parent/visitor safety compromised?
- Physical environment for staff/students unsatisfactory?
- Staff cannot provide administrative services at a satisfactory level?

5. Other discussion points

- Does the school have a strategic plan that demonstrates the school's consideration of all aspects of its development?
- If so, how was it developed?
- Does the school have a current Master Plan or one in progress?
- If so, how was it developed?
- Does the School have a maintenance policy and objectives from which a maintenance plan arises?
- Has the community been consulted about the prospective work?
- Has the school considered increased or decreased enrolment implications?
- What other alternatives have been or could be considered?
- Has the school carefully considered the impact of the works including energy consumption, security, access for students/staff with a disability?
- What will the school do if this application is eligible but is unsuccessful due to insufficient priority?
- What will they do if this application is rejected due to insufficient/financial and/or education need?